SIMPSON LIBRARY BOARD OF TRUSTEES
MINUTES, FEBRUARY 11 2025 MEETING

I. Joseph T. Simpson Public Library Board of Trustees Meeting
A. Meeting Date: Tuesday, February 11, 2025 (mom only because of inclement weather)
B. Attendees: Sue Erdman, Arn Howard, Thomas Topolski, Edward Blum, Sandra McIntyre, Patricia Leib, David Carll, Belinda Lawrence, Rob Moran, Dwight Utz, Corrin Ruggiero
C. Absent: Karis Hazim, Heather Knisely
D. Guests: Erica Hartman Stewart

II. Call to Order

III. Roll Call

IV. Mission and Vision
A. MISSION: Simpson Library is a community center for learning and leisure
B. VISION: Simpson Library is a dynamic community asset that inspires lifelong learning, advances literacy, and connects people with resources for knowledge, discovery, and enrichment

V. Review Agenda

VI. Public Comment Period (Limited to three minutes [er season; maximum of five people): No public comments

VII. Visitor Recognition: Erica Hartman Stewart, Friends of the Simpson Library representative

VIII. Consent Agenda
A. Board Meeting Minutes
    1. January 2025 Board Meeting Minutes
    2. 2025 Annual Meeting Minutes
B. Cumberland County Library System (CCLS)
    1. CCLS Board Meeting January 2025
    2. CCLS Executive Director's Report
C. Committee Reports: Public Relations and Marketing Committee

IX. Treasurer's Report
A. January 2025 P{profit & Loss YTD vs Actual Budget (Revised)
B. January 2025 Detailed Income Statement (Revised)

C. January 2025 Balance Sheet (Revised)
D. Capital Campaign

X. Friends of the Library Report: February 2025 Book Sale continued the outstanding performance of sales since moving to the Learning and Book Sale Annex

XI. Board Continuing Education: Review of CCLS and Simpson Library Website: Detailed run through several of the menus on the CCLS portion other the website to show the breadth and depth of the library system's offerings. Moved into the Simpson portion to show how Simpson can personalize its portion to reflect our programs, events, and available material. The difference between the CCLS and Simpson portions deliberated, along with which portions of the website Simpson can modify.

XII. Discussion and Updates
A. Salary Study
1. Final CCLS Salary report, Jan 16 2025 provided
2. After discussion Simpson's new salary structure development will fall under the Governance and Operations Committee, led by Rob Moran.
3. The development of the salary structure will additionally include a review of how staff performance evaluations are accomplished, to include performance factors tying back to the strategic plan and and any other evaluation criteria are established, and how salary adjustments based on evaluations will be accomplished.

B. Audit Request for Proposals: Three proposals have been received to date.
C. Advocacy Emails from CCLS and Patron response: The CCLS erroneously sent out a request for advocacy (CCLS Advocacy email 01.28.25) to a mailing list consisting of the majority of CCLS library card holders. A subsequent email was sent retracting the request (CCLS Advocacy email 01.30.25). We received a reasoned, thoughtful Patron comment regarding the original CCLS advocacy request on 02.03.25 which objected to the apparent request for CCLS patrons to engage in political advocacy which appeared to go well beyond the limited purpose of advocating for libraries. With the retraction of the original CCLS email there is no action required on the part of Simpson Library. However, the Board recognizes the need to avoid engaging in actions appearing to move beyond advocating for libraries and moving into more general

political advocacy/engagement and will carefully examine any actions to ensure all efforts are contained within strict boundaries.

XIII. New Business

A. Annual signing of Conflict of Interest Policy Statements: with the switch to a remote meeting the statements will be presented for signature at the next Board meeting.
B. Annual signing of Commitment to Serve: with the switch to a remote meeting the statements will be presented for signature at the next Board meeting.

XIV. Strategic Plan

A. The working group is converging on a worthwhile set of goals, strategies, and action steps to achieve those goals.Tre are two over-arching areas for Board consideration
    1. Level of detail — to what depth should the strategic plan go? Should it include action steps, completion dates, and indicators of success — ie detailed implementation plans?
    2. How many goals, strategies, and actions should the plan include? What's the "sweet spot" between a plan focusing on a few areas vs a plan covering a wider set of efforts?
    3. The most recent version of the plan will be sent out to Board members for their review and comment after this meeting, with each subsequent draft as well. The board will hold a working meeting in March, instead of skipping that month, for the purpose of reviewing and discussing the plan prior to a formal vote on the plan in the scheduled April meting.

XVI. Sharing for the Good of the Order: Board members are reminded to file out and turn in Friends of the Library membership applications if not yet renewed or joined

XVII. Next Meeting Dates

A. March 11 2025 at 7:00 PM: Working session to review, critique, and revise the Strategic Plan
B. April 8, 2025 at 7:00 PM: Board Meeting

XIII. Adjournment