I. Joseph T. Simpson Public Library Board of Trustees Meeting

  A. Meeting Date:: May 13, 2025 at 7:00 pm at the Learning and Book Sale Center and via Boardable Video

  B. Attendees:

II. Call to Order

III. Roll Call

Attendance

Members

Present: Sue Erdman, Arn Howald, Patricia Leib, Ed Blum, Thomas Topolski, Corrin Ruggiero, David Carll

Remote: Heather Knisely, Belinda Lawrence, Sandra McIntyre

Absent: Rob Moran, Dwight Utz

IV. Mission and Vision

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

V. Review Agenda

VI. Public Comment Period (limited to 3 minutes per person; maximum of five persons)

VII. Visitor Recognition

  A. Friends representative Emily Roman

VIII. Consent Agenda

Motion by Ed Blum to accept consent agenda. Seconded by David Carll.

  A. Board Meeting Minutes

  B. Cumberland County Library System (CCLS) Board, Finance Committee, and Foundation

    1. CCLS Board Summary April 2025

    2. CCLS Executive Director Report April 2025

    3. CCLS Finnance Committee Minutes April 2025

    4. CCLS Foundation Meeting Minutes April 2025

  C. Committee Reports

    1. Business and Individual Solicitations Committee

    2. Capital Campaign Committee

3. Executive Committee
4. Finance Committee
5. Governance and Operations Committee
6. Public Relations and Marketing Committee

IX. Treasurer's Report

Trish provided update on financial status. Discussed the application of Income Statements and Balance Sheets. In evaluating budget, approximately 33% of year has passed so that is about where we should be with budget understanding that some income and expenses are not spread equally across the year. Still working through outstanding invoices with the Jem Group.

Sue indicated that there is an investment meeting scheduled with Orrstown on June 4.

X. Friends of the Library Report

A. Friends representative Emily Roman

Membership going well. $20k has been contributed to the capital campaign with another $10k anticipated by year end. Dine outs continue to be scheduled. Next book sale is in August.

Donated shelving has been moved to book center.

Staff breakfast and dinner to be held May 14.

Strategic plan was adopted.

XI. Board Continuing Education

Tom briefly discussed materials that Sue provided for learning opportunities.

A. Nonprofit Finance webinar materials

B. Effective Teams: How to Engage Board Members When You're the Staff Member materials

XII. Unfinished Business

A. Meeting Room Policy draft for review, discussion, and possible adoption

Arn discussed the updates made to the policy. It was approved with a motion by Dave and seconded by Trish. Hourly rate for non-profits set at $30 per hour and $50 for for-profit. May have to be re-evaluated as data is collected. Before implementation, website needs to be updated, A/V equipment installed and calendar implemented. New software evaluation continues and probably won’t be selected and implemented until August/September.

XIII. New Business

XIV. Executive Director Search Process (Thomas)

Four individuals having library experience have been asked to join the search committee. A schedule has been established, job description finalized, and advertising sites identified.

Motion to accept approved by Sandra and seconded by Dave.

XV. Strategic Plan

Updates made to reflect previous board discussion. Two versions were created - one for internal use and one for external publishing.

A. Motion to approve strategic plan

Motion to approve by Dave, seconded by Trish.

XVI. Assistant Director's Report

Arn discussed security procedures and implementation. He also discussed preparation of the summer schedule with different summer hours.

XVII. Executive Director's Report

Sue shared that job offers have been made to fill some vacant positions.

XVIII. Sharing for the Good of the Order

Tom gave a brief update on the activities of the Operations and Governance Committee. He indicated that Rob has been working on redefining the committee structure, envisioning common procedures and standardized documentation. Plan to apply this to the OPs and Governance committee as a trial.

Tom invited Corrin to join the Board.

XIX. Next Meeting Date

Tom asked if it would be possible to create a three month look ahead calendar for the Board including all meetings and events that the Board should be aware of.

XX. Upcoming Dates to Remember

A. Staff, Trustee, and Friends Board Breakfast and Dinner on May 14, 2025

B. Summer Learning Kickoff at the Library on May 31, 2025 from 10:00 am to 1:00 pm

C. Beautify the Barriers reception at the library on June 1, 2025 at 2:00 pm

Eleven or twelve applications have been accepted for this project. No political or controversial artwork was submitted.

XXI. Adjournment

Motion to adjourn by Sandra, seconded by Trish.