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

A. Meeting Date:: September 9, 2025 at 7:00 pm at the Learning and Book Sale Center and through Boardable Video

B. Attendees:

Attendance

Members

Present: Sue Erdman, Rob Moran, Patricia Leib, Ed Blum, Thomas Topolski, Belinda Lawrence, Sandra McIntyre, Corrin Ruggiero, David Carll, Dwight Utz

Remote: Heather Knisely

Absent: Arn Howald

II. Call to Order

Meeting called to order by Thomas Topolski at 7:00 pm

III. Roll Call

IV. Mission and Vision

A. MISSION: The Joseph T. Simpson Library is the community's library, responsive to needs and desires for knowledge, understanding, enrichment, entertainment, and connection. VISION: The Joseph T. Simpson Library will thoughtfully meet the needs and desires of an ever-changing community. Serving as a trusted source and inspiration for lifelong engagement, the Library will welcome all, responding to a dynamic and evolving world by providing resources and programs that inform, promote understanding and personal enrichment, and strengthen community connections.

V. Review Agenda

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

No members of the public in attendance

VII. Visitor Recognition

Anne Fiorenza from the Friends Board in attendance

A. Friends representative Anne Fiorenza

VIII. 2024 Audit Presentation from McKonly & Asbury

Brief presentation of audit findings provided by McKonly & Asbury. Rob raised a concern about the management report but it was stated that this is a typical finding for a non-profit without adequate staffing. McKonly & Asbury has offered to assist with adjusting entries throughout the year to avoid this in the future.

Sue asked if the firm can support a transition to Quickbooks online and received an affirmative response.

IX. Consent Agenda

Dwight made a motion to approve consent agenda and Trish seconded. Unanimous approval.

A. Board Meeting Minutes

No changes

B. Correspondence

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

Discussed MOU with Cumberland County. Reporting is more stringent with the rate increase. Five year roll forward.

1. CCLS board summary for May and June 2025
2. CCLS finance committee summary for June and August 2025
3. CCLS Executive Director's report for June 2025

D. Committee Reports

1. Business and Individual Solicitations Committee
2. Capital Campaign Committee

   Money received and pledged as of 9/5/25 is $1,784,005.17.

3. Executive Committee

   Made hiring recommendation for new executive director

4. Finance Committee

   August reports provided

5. Governance and Operations Committee

   Briefly discussed status of Board candidates.

6. Property Committee

   Anticipate $75,000 to replace HVAC system. Zimmerman has offered their expertise in developing the specs and Jim Van Kirk is spearheading the effort.

7. Public Relations and Marketing Committee

   Starting to work on Strategic plan.

X. Treasurer's Report

Ed made a motion to approve the financial audit and Corrin seconded. Unanimous approval.

Update on Capital Campaign. Adjustments made to reflect actual expenses leaving $62,000 projected to cover all remaining expenses and repayment of operating reserve.

XI. Friends of the Library Report

A. Friends representative Anne Fiorenza

Anne shared that the August book sale was the most successful ever and the friends are hoping to continue this trend. The online auction starts September 20 with Facebook previews starting on the 13th. 338 items donated with approximate value of $23k.

XII. Unfinished Business

XIII. New Business

A. CCLS Foundation Board Representative for 2026-2028 - Karen Cochran - motion to approve submitting her application to represent Simpson Library

Ed made a motion to approve the financial audit and Corrin seconded. Unanimous approval.

XIV. Governance and Operations Committee

Heather has submitted her resignation from the Board effective December 31, 2025.

A. Motion to approve revisions to Volunteer Handbook

Dwight made a motion to approve Volunteer Handbook revisions and Belinda seconded. Unanimous approval.

B. Board recruitment update

Bylaws require that the Board have between 9 and 14 members and specifies required number of meetings. As of January 1 we will have only 7 members. Rob has asked for a recruitment update and we have some promising leads from Ed and Trish.he will continue to pursue these leads with the intention of installing new members at the beginning of 2026.

XV. Assistant Director's Report

No discussion since Arn was not present.

XVI. Executive Director's Report

Sue briefly discussed substance of her report.

XVII. Adjourn into Executive Session

Adjourned at approximately 8:20 pm

A. Personnel discussion regarding hiring new Executive Director

Documented separately.

XVIII. Adjourn Executive Session and resume Regular Session

Reconvened shortly after 9 pm

XIX. Motion to approve hiring of new Executive Director

Dave made a motion to approve Elizabeth Seidel as new Executive Director and Ed seconded. One opposing vote.

XX. Sharing for the Good of the Order

None

XXI. Next Meeting Date

Tuesday, October 14 at 7 pm

XXII. Upcoming Dates to Remember

Finance committee October 1 @ 7pm

XXIII. Adjournment

Trish made a motion to adjourn at around 9:15 pm and Belinda seconded. All in favor.