

I. Welcome

Attendees

Lizzy Seidel

Atreia Sindiri

Tom Topolski

Dwight Anthony

Ed Blum

Karen Cochran

Trish Leib

David Carll

Corrin Rugierro

Sandra McIntyre

Mary Messick

John Anthony (remote)

Absent

John Petrie

Brenda Schoffstall

a. Call to Order

Meeting called to order at 7:00 pm

b. Approval of Meeting Minutes

Karen made a motion seconded by Trish to accept the meeting minutes. Board approved unanimously.

II. Reports

a. Executive Director

*Lizzy shared updates from her report. She and staff are working on updating the Collection Development Policy. It is currently only one page and needs to be revised. Lizzy shared some AI-generated children's books and the potential implications moving forward related to Intellectual Property and copywriting.

*There is a new library fish named Tiddler.

*Luann, a long-term library employee, lost her husband unexpectedly. A card was sent on behalf of the Board.

*John Anthony created a Mechanicsburg Leadership Council and they would like to try having a weekly Farmer's Market. Lizzy suggested using the library parking lot. The Board is supportive and Tom suggested having food trucks participate.

*The stats presented show a continued decline in print circulation and Tom has asked Lizzy to pull together some information so that the Board can strategize about aligning Simpson's services with future public priorities.

*Discussions underway with Central Penn to provide a student to assist with marketing as a class project.

Evan, a paid summer intern from Bryan Mayr, is working with Lizzy on some programs. She is in the process of evaluating and developing multi-lingual collections for children. Spanish, Arabic, Nepali and Somali are most highly populated in the Simpson service area.

b. Financial Report

Trish reported that at 42% of the year, Revenue is running ahead at 57% (partly due to State funding received in January), and Expenses are at 46%. She detailed some of the highlights driving the differences including Salaries and Benefits, and Collection expense which includes a \$30k payment to CCLS for Libby.

Trish and Tina (the bookkeeper) will meet on reporting and Trish will provide an update at the next Finance Committee meeting.

Karen assured the Board that she fully anticipates receiving 100% of Capital Campaign pledges for 2026.

c. Committee Reports and Updates

1. Finance Committee

No meeting updates. In July, the committee will be meeting with Orrstown.

2. Fundraising Committee

Meeting is scheduled for Thursday so nothing specific to report but things are going well.

3. Governance and Operations Committee

Subcommittee on Board Recruitment will be presenting their recommendations to the full committee on June 25.

The HR Audit has been completed and Jen Grove will be meeting with Lizzy to discuss. Key items include annual review and executive director review processes. Tom has requested that Lizzy complete a self review based on her job description at the six month mark. The committee will discuss at June meeting.

4. Outreach and Advocacy

No meeting has been held. Check out the Beautify The Barriers!!

5. Properties Committee

*HVAC - the missing part has arrived and the contractor will start work on June 15 with an expected completion date of 1.5 to 2 weeks.

*The library parking lot will be sealed on the 20 and 21st of June.

*RFPs were sent to 7 vendors for the reserve study. Hoping to get 4 responses. It will take a week to 10 days to discuss with committee and proceed to award contract if within approved budget.

Vendor will be responsible for inventorying building components and life span. Determine installation date, maintenance, and standard life cycle. They will then create a

replacement schedule and future-dated cost projections. This should take about 10-12 weeks to accomplish.

Once reviewed, a dedicated capital budget should be implemented to cover expected costs.

Note: the library building was repointed 12-13 years ago.

*Anything greater than \$10,000 invitation to bid. We can do this for free through the State website.

*We have been using vendor contracts historically but Dave will draft our own so our interests are protected.

*There is a spike in UGI billings annually and Dave wants access to details to attempt to determine cause.

*Dave proposes making digital copies of about 60 library building prints at a cost under \$200.

*Tom asked that progress pictures be taken of HVAC project.

d. Friends of the Library

Trish made the update since there were no reps from the Friends.

*Friends are looking for Board members

*Amy is continuing to work on the Strategic Plan

*Reviewed lists with potential donors for Auction. Items due August 1.

*Due to the generous donations by library board members, Karen will be putting together 4 baskets donated by the Board.

*Sue Erdman has expressed interest in applying to be a Board member for the Friends.

III. Old Business

Tom expressed his appreciation for all the effort being made by committees.

IV. New Business

Library staff is having a discussion regarding modifying library hours FROM 10 am-9 pm TO 9 am-8 pm. It was agreed that this is an operational decision that can be made by Lizzy.

Lizzy will be asking for Board volunteers to assist in addressing envelopes for Annual Report distribution.

a. Discussion- donating old microfilm machines and collection to Mechanicsburg Museum Association.

Board members were in agreement with this donation.

V. Closing

a. Action Items

VI. Adjournment

Motion by Dwight and seconded by Ed to adjourn meeting at 8:17 pm. Board approved.