

I. Welcome

Attendees: Dave, Trish, Sandra, Brenda, Tom, Atreia, Dwight, Mary, Corrin, Lizzy. Not present: John A, John P, Ed, Karen. Guests: Denise Bortner - Friends of the Library, Jen Grove - HR Consultant, and Jacqui Catrabone - CALD

a. Call to Order

Meeting called to order at 7:02 pm.

b. Approval of Meeting Minutes

Motion by Dwight, seconded by Corrin and approved unanimously.

c. Presentation- HR Audit Review

Jen Grove provided a summary of the findings in the HR Compliance and Operations Audit. The audit was conducted on-site by reviewing records and discussing HR processes with Lizzy and Arn. Outcomes of the audit include 1) the need to review and update I-9 forms for all employees, and ensure required posters are displayed. Consider if functions can be centralized with CCLS, handbooks be coordinated, and confirm procedures are being followed.

1. Jennifer Grove, Strategic HCM, LLC

The library should work on 1) handbook updates including time-off policies since FMLA is not applicable; 2) performance management ensuring the “right” things are being measured. If applying a COLA, could some of that be performance based or should pay structures be driven by the market? Handbook should be addressed first and then performance management be reviewed in early 2027.

The audit engagement was part of bundled pricing but additional services will be on an hourly basis and proposed as requested.

d. Discussion- Capital Area Library District Strategic Plan

Jacqui explained that CALD is working on their strategic plan and getting input from libraries in the district. Tom provided a background on Simpson with some demographic details. Patrons are most interested in program offerings and multi-format reading materials. Based on feedback, Simpson has adjusted our hours to open an hour earlier and close an hour earlier. There is concern about reduced circulation and how to address it. The library is not aware of any specific initiatives the community is seeking.

CALD provides interlibrary deliveries; training and collaborative programming. Potential for shared services including HR, Legal, and Counseling. Lizzy indicated that Dustin has expressed support to smaller libraries through education for Directors in disciplines in which they might have no formal training like Finance, HR and Reporting.

1. Pre-reading on CALD

Documentation provided.

II. Reports

a. Executive Director

Highlights:

Lizzy shared that two new part-time staff have been hired for Program and Outreach and Public Service Management. Danali will be taking on supervision of additional staff which will allow Arn to focus more time externally. Three library assistants were hired to fill vacancies.

The Municipal meeting had great participation and was a big success.

Celebrated Friends winning the Friends of the Year Award.

The PANO annual conference is being held in Penn State later in September and Lizzy is looking forward to attending.

Lizzy sent an email inviting Board members to the PA Library Association meeting Annual Awards. You can sign in at home or watch the virtual meeting at the library on September 22nd.

Five staff members will be attending the PA Library Association meeting in Harrisburg during October.

The County funding formula has remained fixed.

1. Circulation Trends

Lizzy distributed some spreadsheets which show historic trends. The biggest change is the downward trend of visits. This may be skewed due to the fact that visitors to the Learning and Book Center are not being counted. Programs have been shifted to this venue so aren't included in the totals. The shift to digital materials continues to rise year over year as is expected.

b. Financial Report

We have completed 2/3rds of the year or 68%. Expenses are at 73% including maintenance costs that are \$30,000 in excess of budget. Income is at 117% including Capital Campaign dollars. When removed, we are less than we should be at 63%.

If funding goes as anticipated, ending balance in Capital Campaign in 2027 will be about \$107,000.

c. Committee Reports and Updates

1. Finance Committee

Trish provided an update from Orrstown on Simpson's investments. There will be a discussion of the audit at the October Board meeting.

2. Fundraising Committee

The Annual Appeal will hit the fourth quarter. There is some discussion about whether all the fundraisers make sense based on the effort and cost involved so they are being

evaluated. Also, consideration is being given to shifting fund raisers around to generate funds more evenly throughout the year.

3. Governance and Operations Committee

1. 2027 Board Membership and Officers/Committee Chairs

Board member recruitment materials will be ready for review at the October meeting.

Plans on doing Board self-assessment in November.

Requesting that any Board members who will not continue on the board after December notify the Board chair.

4. Outreach and Advocacy

The library has many things going on like the online auction, library card sign-up, dine outs and book sales. Make sure to like posts on Facebook and Instagram or forward them to spread the word! Reels are best performing.

5. Properties Committee

HVAC finalized.

Charter has been drafted and can be adopted.

Elevated Engineering and Reserves was the selected vendor to perform the reserve study. They have gathered the necessary information and expect to have their report completed by September 14..

Simpson will be following the Commonwealth guidelines for bidding. Purchases can be made sole source if <\$13,200; informal bids required up to \$24,500 and anything over requires a formal bid. The policy should be updated to reflect these amounts. The committee is exploring using Penn Bid as a bid management service. There would be no cost associated with this.

Recognized the resignation of both Jim VanKirk and Earnie Zimmerman and commended them for their valuable service. It was determined that the committee has adequate representation and that these positions will not need to be filled.

A form contract has been developed that can be issued with bids so we don't have to use vendor contracts.

d. Friends of the Library Report

Looking for volunteers for the October book sale. There is a real possibility that we will hit the \$1 million mark at this book sale.

Sue Erdman has joined the Friends board. They are recruiting new members and accepting applications.

Don't forget our very own Friends won the Friends of the Year!

III. Old Business

IV. New Business

a. Member Library Agreement

Tom made a motion and Sandra seconded to accept the Member Agreement. It was approved.

b. Library window vandalism

The Board agreed that the parents of the eight year old children who broke the library window should receive a letter from the director requesting repayment for the cost of replacing the windows. In addition, the children should perform some sort of assistance in the library as reparation.

1. Discussion on how to move forward

c. Collection Development Policy

d. Video Surveillance Policy

V. Closing

a. Action Items

b. Good of the Order

VI. Adjournment

The remaining agenda items were tabled. Atreia made a motion to adjourn with Corrin seconding. Board adjourned at 9:09 pm.