

Adams County Library System
Board of Trustees Meeting
Thursday, October 26, 2023
New Oxford Borough Council Chamber

Board members present: Heidi Gillis, President; Sheila Fleischer, Vice-President; Kara Boehne-Miele, Secretary; Rita Rice, Treasurer; Ray Schwartz, Genevieve Felty, Rukhsana Rahman, Anna-Mae Kobbe, Julie Ramsey

Associate Trustees: Sue Whaley, Jessica Boyer, Lisa Shower, Kathleen Pratt and Sylvan Hershey

Trustees Emeriti: John Kiehl, Karen Arthur, Dorothy Puhl (via Zoom) and Mary Sue Cline

Also present: Laura Goss, Executive Director; Jeff Cann, Finance Director; Erica Duffy, Development Director; Sharon & Dave Lentzner, Littlestown Friends; Angie Piraino, New Oxford Friends; Josie Pelc and Marge Keller, Harbaugh~Thomas Foundation and Vanessa Sanjuan-Miranda, who is in the Masters Degree Program at Penn West-Clarion, observing.

Excused: Brandt Ensor, Assistant Director; Rob Williams & Bettie Bertram, Associate Trustees; Cathy Dischner, Friends of the Library

Call to order: Heidi called the meeting to order at 7:00 pm.

Approval of Board Minutes – 9.28.23 – Heidi asked for a motion to approve. The wording is **amended** in **New Business:** Building Committee: **MOTION TO APPROVE** and Membership and Nominating Committee: **MOTION TO APPROVE**. There were brief discussions regarding both motions, while it was previously noted there was no discussion. John motioned and Ray seconded. All agreed and the minutes were approved with amended wording.

York Adams District Update: There will be a representative at the Friends Luncheon to provide training and Laura will ask about any model crisis communication plans.

Administration/Operations Committee: Report in packet. Anna-Mae said the boiler has been installed. The committee will meet in November.

Planning and Development Committee: Report in packet. Genevieve shared that there will be no Signature Event in 2024, as there was no return on the investment of time. The Signature Event raised \$8,000.

The plan is to have the One Book Author come to the library under Adult Programming and it would be free to the public. A closed, pre-paid VIP reception would be available to meet with the author.

We are hoping to raise \$7,000 on #GivingTuesday for social media.

Donor cards will be sent four times a year to thank them. We bought three donation boxes that will be put in strategic areas at the Gettysburg Library for people to donate.

Board Membership and Nominating Committee: Report in packet. Kara shared that the committee recommends adjustments to the by-laws regarding maximum size of the board. Instead of a maximum of nine trustees, there will be at least nine and up to thirteen, at the discretion of the Executive Committee. The committee discussed Board of Trustee Recognitions and Rewards (as per the Strategic Plan). This includes Honor Books and Past Board of Trustees Member Social.

Executive Committee: Report in packet. Heidi explained the Executive Director Search. The committee reviewed a proposed timeline and position ad for the Executive Director vacancy that will result from Laura's retirement. Heidi will approach three board members about serving on the committee and Laura will approach three staff members to serve on the committee. The timeline and ad will be shared with the full board at the October meeting. Laura will send the committee suggested changes to the Assistant Director job duties.

Finance Committee: Report in packet. Rita remarked that Terry McMahon from PNC joined their meeting to discuss our PNC investments, primarily our named endowment account.

The 2024 budget was discussed. The committee unanimously passed a motion to recommend that the board increase salaries by \$1 an hour (with no raise less than 4.5%) totaling \$105,600. This total includes the required increases to the collection and benefits.

Jeff reviewed the Balance Sheet and Profit & Loss report. It was discussed that we need to ask the townships for more money.

Gettysburg Building Project Committee: Report in packet. Mary Sue reported that the meeting was mainly about RACP and Keystone Grants. She reminded everyone that the Cumberland Township meeting is Thursday, November 9th and the Gettysburg Borough meeting is Monday, November 20th.

Executive Director's Report – Report in packet. Laura shared that the boiler has been installed. Staff Development Day was held October 9th. Topics were:

- Active shooter training –
 - We are looking into the use of walkie talkies between desks/service level as well as purchasing wasp spray for protection.
 - Officer Dennis Bevenour visited the Gettysburg Branch to advise us on the placement of security cameras and has shared a possible grant opportunity.
- Stress management and a reminder about how to use the Employee Assistance Program – presented by Kim Crider. ACLS will be renewing the EAP contract for 2024.
- Customer Experience shared by Judy Morley.
- Introduction of a new performance evaluation form.

Vacancies – The branch manager position at Trone Library continues to be vacant. The Youth Services/Public Assistant position will need to be filled sooner than expected.

Friends Groups Reports: Marge and Josie (Harbaugh~Thomas Foundation) said they are “just glad to be here.”

Angie Piraino reported that the **New Oxford Friends** will be disbanding at the end of the year. Angie is volunteering to take care of the pergola.

Sharon Lentzner reported that the **Littlestown Friends** made 423 quarts of soup (Chicken Corn and Beef Vegetable) for sale. During Halloween they will set up in front of the library to distribute candy. Kids can have their picture taken with a pumpkin.

Old Business: Feasibility Study Update – Dave Goettler will take a tour of Gettysburg. He will conduct staff and board interviews.

Strategic Plan Quarter 4 2023 Action Items – please review. Heidi asks to get your items done. Will report in January.

New Business: Executive Director Search: Proposed Timeline, Proposed Ad and Committee. Heidi said the ad will be posted on November 1, 2023 to Pamailall, PaPubLib, LinkedIn, Indeed and elsewhere. The first round of interviews would be on January 15, 2024 via Zoom.

The board discussed the Executive Committee **MOTION TO APPROVE** proposed Bylaws changes to terms for Emeriti Board members. Suggested wording was discussed. The board voted to approve a draft wording to reflect the changes. A final vote will occur at the next meeting.

The board discussed the Membership and Nominating Committee **MOTION TO APPROVE** proposed Bylaws changes regarding maximum size of board. The board voted to approve a draft wording to reflect the changes. A final vote will occur at the next meeting.

Finance Committee **MOTION TO APPROVE** employee raises of \$1 an hour or 4.5% beginning January 1, 2024. Sheila seconded the motion. After discussion, this motion was amended to read **\$1 an hour** instead of \$1. A vote was taken and all agreed. The motion carried.

Mission Moment:

Public Comment Period: No public comments. No discussion.

Adjournment: Heidi asked for a motion to adjourn. Julie motioned, and Anna-Mae seconded. All were in favor and the meeting was adjourned at 8:48 pm.

Recorded by:
Wanda Reigle

The next Board Meeting will be December 7, 2023 at 7 pm at the Gettysburg Library.