

Adams County Library System
Board of Trustees Meeting
Thursday, October 27, 2022
Carroll Valley Library

Board members present: Dorothy Puhl, President; Heidi Gillis, Vice-President; Kara Boehne-Miele, Secretary; Rita Rice, Treasurer; Genevieve Felty, Ray Schwartz, and Associate Trustees Sheila Fleischer, Julie Ramsey and Sue Whaley

Trustees Emeriti John Kiehl & Karen Arthur

Also present: Laura Goss, Executive Director; Brandt Ensor, Assistant Executive Director; Jeff Cann, Finance Director; Erica Duffy, Development Director

Sharon Graff, ACLS Friends

Excused: Mary Sue Cline, Rukhsana Rahman, Anna-Mae Kobbe, Marge Keller & Josie Pelc, Harbaugh~Thomas Foundation

Call to order: 7:00 pm.

Approval of Board Minutes – 9.22.22 – Julie motioned to approve, and Genevieve seconded. All agreed and the minutes were approved.

Executive Committee: Report in packet. Dorothy remarked that the next meeting on November 7th will be to discuss Laura's evaluation.

Referencing the meeting with the Commissioner's, Dorothy shared that they listened to our plea for financial funds. They understand the situation. They suggested we approach them again the beginning of August, 2023 to discuss.

Administration/Operations Committee: Report in packet. Laura received the report from K&W as to the plan of how to remediate the water situation at the East Berlin Library. This has been going on since August 2021. We feel comfortable with K&W as they took their time to study the situation and suggested to us what is needed to fix the problems.

We have been pouring money into this water problem, when in fact, it was not caused by us. The question is what can be done to try to recoup some of the money we are spending? There has been no conversation with East Berlin Borough regarding this problem. It was suggested to consult our attorney as to what cost remediation can be done. It was suggested that a board member or members attend East Berlin Borough meetings.

Laura will contact our attorney as to what the next steps are as far as remediation. Perhaps Ray, Laura, Brandt and the attorney can meet to discuss next steps.

Laura did receive written permission from New Oxford Borough to have LED lighting installed in the New Oxford Library.

Planning and Development Committee: Development Report in packet.

There is a possible incorrect dollar amount of income in the Development Report for the Alafair Burke Event. Because of the incorrect dollar amount, the P&D Committee is requesting a total recap on the Signature Event to determine if it's worth having it again.

Jeff commented that he is pleased with the amount of income which is \$14,466.

It was reiterated that instead of contacting people every month the decision was made to contact people four times a year: Library Week, 4th of July, Thanksgiving and Valentine's Day.

Please send the Thanksgiving cards you were given by November 14th.

Board Membership and Nominating Committee: Kara and the rest of the Board welcomed Sue Whaley to her first board meeting. Kara said that at the meeting on October 3rd, they added about a dozen names to their roster of potential board members. The next committee meeting is November 7th at 4:30pm at the Gettysburg Library.

Finance Committee: Report in packet. Jeff reviewed the Profit and Loss Report and the Balance Sheet. Jeff remarked that the board was given the 2023 draft budget last month and will be voted on at the December board meeting. He requested that if there are questions to please let him know.

Jeff said the ACLS Friends and East Berlin Friends will make contributions to the library.

Gettysburg Building Project Committee: Report in packet. No written response has been received.

Executive Director's Report – Report in packet.

Personnel: There are two part-time positions open at the East Berlin Library. We've received three applications for the positions.

We are happy to share that we hired an Administrative Assistant who will be able to assist mainly Jeff, Erica and Wanda.

A copy of the Plan for State Aid is included in the board packet. It promotes a plan to help people recover from the pandemic.

Friends Groups Reports: The Board thanked Sharon Graff from the ACLS Friends for her two years of leadership of the Friends. Cathy Dischner may be elected to the Presidency at the Friends Annual Meeting on November 8th. Sharon said there will be a check presentation from the Friends to ACLS in the amount of \$56,000 at their Annual Meeting.

Val Stone is the fundraising person for the Friends. She has presented Ladies of History and it was received well. She is presenting the program again.

Old Business: Board Retreat to develop a strategic plan. The Board Retreat is planned for Saturday, March 18, 2023 from 8am to 4:30pm at the Harbaugh~Thomas Library. The Executive Committee has a copy of the proposal to review.

Employee compensation: October 1st raise in pay.

New Business: Approve plan for State Aid. There are two pots of money in the county aid. We put most to salaries and collection expenses.

Motion to Approve State Aid Plan: Rita made a motion to approve and Kara seconded the motion. All voted yes and the motion was so moved.

Mission Moment: Sharon received a new phone and wasn't sure how to operate all of the many features available. She made an appointment with staff member Bob Brown and he spent about two hours with her to show her how to use her phone. She was appreciative that someone was able to show her how to use it and spend time with her, and it didn't cost her anything!

She will make another appointment in the future to learn more about her phone.

Public Comment Period: No discussion. No public comments.

Adjournment: Dorothy asked for a motion to adjourn the meeting. Genevieve motioned and Heidi seconded the motion. All were in favor and the meeting adjourned at 8:17 pm.

Recorded by:
Wanda Reigle

The next Board Meeting will be December 1, 2022 at the Gettysburg Library at 7 pm.