

Adams County Library System
Board of Trustees Meeting
Thursday, December 1, 2022
Gettysburg Library

Board members present: Dorothy Puhl, President; Heidi Gillis, Vice-President; Rita Rice, Treasurer; Genevieve Felty, Ray Schwartz, Mary Sue Cline, Rukhsana Rahman, Anna-Mae Kobbe

Associate Trustees: Sheila Fleischer, Sue Whaley

Trustee Emeriti: John Kiehl

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

Cathy Dischner, President, ACLS Friends

Excused: Kara Boehne-Miele, Secretary; Julie Ramsey, Associate Trustee; Karen Arthur, Trustee Emeriti; Erica Duffy, Development Director; Marge Keller & Josie Pelc, Harbaugh~Thomas Foundation

Call to order: 7:00 pm.

Approval of Board Minutes – 10.27.22 – Ray motioned to approve, and Heidi seconded. All agreed and the minutes were approved.

Executive Committee: Report in packet.

Administration/Operations Committee: Report in packet.

Mary Sue reported that the water remediation solution in East Berlin is still a work in progress.

The LED lighting project in New Oxford is a go-ahead and will be scheduled.

There has been another plumbing overflow in Gettysburg.

Planning and Development Committee: Report in packet.

Genevieve proposed hosting a Friends Mixer and providing lunch. Board members could be there, and mix up the Friends groups at the tables so they can interact and learn from one another. The Friends should prepare a two to three-minute presentation about their organization. We should encourage a good conversation. The Friends Mixer is scheduled for Friday, January 20, 2023 at the Gettysburg Library.

Genevieve shared a Signature Profit & Loss statement comparing 2019 and 2022. The Profit & Loss was created to determine if we want to continue the Signature Event. It took a long time to set up and there was much staff time involved. Genevieve asked if the Signature Event should be held every other year, or how should it look. There are other things we can do to make money. One example mentioned was to visit a winery for tastings and have a speaker. There are lots of creative things we can do to fundraise. It is recognized that there should have been volunteers and a committee to assist with the many facets of the Signature Event.

The Signature Event issue needs to be discussed more at the committee level and then come back to the board. If it is decided to have the Signature Event in 2023, a committee needs to be formed ASAP. Genevieve noted that the questions surrounding the Signature Event are based on a continuing conversation from past events and this subject has been talked about for several years.

Board Membership and Nominating Committee: Dorothy shared that at the committee's next meeting, Monday, December 5th, they will discuss a new prospective associate trustee.

Finance Committee: Report in packet. Jeff reviewed the Profit and Loss Report and the Balance Sheet. He remarked that the ACLS Friends raised \$55,000, and the Trone Friends raised \$16,000 for the library system!

Gettysburg Building Project Committee: Report in packet. No written response has been received. The next Building Committee Meeting will be Friday, January 6, 2023 at 1 pm.

Executive Director's Report – Report in packet. In personnel news, Laura reported that two of the positions available at the East Berlin Library have been filled. The third position is being reopened as the candidate it was offered to declined due to scheduling issues.

Grants: Thanks to assistance from Heidi Gillis, the ACLS has applied for \$320,000 in funding from the Adams Response and Recover Fund (ARRF). The funds were requested for planning including the feasibility study and further work with the architects.

Building Issues: East Berlin: Stormwater remediation – Richard Thrasher has been contacted for advice on steps to include moving forward with K&W for an engineering plan.

New Oxford: Lighting – Crouse Electric is moving forward with this project. Erica has secured a donation of \$1500 from an individual. We expect that the Friends of the New Oxford Library will be able to donate as well. The total estimate for the replacement of fluorescent lighting with LED is \$3999.

Friends Groups Reports: Cathy Dischner is the new President of the ACLS Friends. Cathy reviewed the Friends Annual Meeting on November 8th and she commented it's been a good year in that a donation of \$55,000 was made to ACLS.

She would like to meet with the other Friends groups to learn and share ideas.

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 facilitators of the Board Retreat will be Brad and Linda Gottfried of Turning Point Consulting.

New Business: 2023 Budget: Motion from Finance Committee: Approve 2023 Budget in the amount of \$2,839,942. Mary Sue seconded the motion. A vote was taken and the motion was approved unanimously.

Building Fund: (Balance Sheet Line Item 1016) Motion from Finance Committee: Retain \$5,000 in the current money market account at ACNB Bank and move the balance in the Building Fund to the investment money market account with ACNB Bank Trust & Investment Services. Anna-Mae seconded the motion. There was some discussion about this motion. A vote was taken and the motion was approved unanimously.

Year-End Bonuses: Motion from Finance Committee: Pay year-end bonuses to the ACLS staff in recognition of their efforts over the past year. Calculated by taking the scheduled hours worked in a given week multiplied by 10 with the anticipated cost of \$15,802 which includes tax, retirement, and workers comp requirements. Genevieve seconded the motion. A vote was taken and the motion was approved unanimously.

Board Committees: Dorothy requested everyone take a look at the committees list to determine what committee(s) you are on. She commented that if you are on a committee, you should try to make every effort to attend the meetings regularly. She reminded everyone that a lot of the board's work starts at the committee level.

Mission Moment: Genevieve shared that former board member and library advocate Don Marritz said the library is continuing to do good things within and for the community. She made him aware that he is missed on the board.

Public Comment Period: No public comments. No discussion.

Adjournment: Dorothy adjourned the formal meeting at 8:20 pm.

Recorded by:
Wanda Reigle

The board then went into Executive Session to discuss a personnel matter. Dorothy asked for a motion to adjourn. Mary Sue motioned and Genevieve seconded the motion. All voted yes. The board came out of the Executive Session at 8:56 pm.

The next Board Meeting will be January 26, 2023 at 7 pm at the Gettysburg Library.