

ADAMS COUNTY LIBRARY SYSTEM
Minutes of the Board of Trustees Meeting
February 24, 2022

1. The meeting was called to order at 7:00 pm
Present: Board members: Dorothy Puhl, Heidi Gillis, Rita Rice, Mary Sue Cline, Genevieve Felty, Ray Schwartz, Kara Boehne-Miele, Rukhsana Rahman, Anna-Mae Kobbe. Staff: Laura Goss, Brandt Ensor, Jeff Cann, Erica Duffy. Guests: Sharon Graff
Excused: Karen Arthur
2. Board Minutes January 27, 2021 approved with the correction to reflect passage of motions by unanimous agreement.
3. Reports
 - a. Executive Committee: Report was accepted without discussion or questions.
 - a. Administration/Operations Committee: Mary Sue Cline reported that the System will be getting additional engineering estimates on stormwater remediation in East Berlin. CS Davidson has been asked to separate out the cost of subdividing the rental building. The last painting sold at auction (Pook & Pook) for \$900. Plan made for sale of other items.
 - b. Board Membership and Nominating Committee: Report was accepted without discussion or questions.
 - c. Finance Committee
 - i. Committee Meeting: Rita Rice presented the resolution to amend and reinstate the Adams County Library System's 401k plan as of 01/01/2022 required by a change in law. Jeff Cann has provided the information to the staff. This change will make additional staff who work 500 hours per year eligible to enroll in the 401k without the match provided by the Library. Motion to approve by Dorothy Puhl, second by Mary Sue Cline, approved unanimously.
 - ii. Balance Sheet and Profit & Loss Reports: Jeff Cann reported that the check from the art sold at auction has been received, he has completed work to receive distribution from the Weikel IRA and that funds will be placed in the Building Fund. The Pay half, waive half campaign to recover fines and fees is underway. Accounts with fees over \$10 are eligible to pay half in order to have their cards reinstated. This includes 2750 cards, \$200k in fines going back 5 years. This will help clean up the circulation records as well as bring down the debt owed. East Berlin had some success with this program and we are hoping to have proportional success. Payroll is tracking closer to budget, although a staff member is on disability and there have been two unfilled positions that should be filled soon. Parking costs have been reduced. Due to an audit of use, half of the rented spaces at Trinity UCC have been cut. A donation of \$250 was made to the Gettysburg Presbyterian Church for the free use of some parking spaces. Maintenance contract for HVAC was reduced from an all inclusive contract (no longer offered) to a pay as repairs needed contract. Memorial gifts in honor of Wayne Mummert (\$3300) have been added to his named endowment.
 - d. Planning and Development Committee: Committee did not meet in February. #Twosday campaign has received donations of \$200 in the first two days. Plans for the March 4th mixer were discussed.
 - e. Gettysburg Building Project Committee: Mary Sue Cline reported that the Committee met with the attorney and is moving forward with documents. The March meeting will include a discussion on capital campaigns led by Ralph Serpe, CEO Adams County Community Foundation.
 - f. Executive Director's Report February 2022: Laura mentioned that the new marketing assistant had been hired, a Public Services employee has moved to fill the vacant position in Tech Services and that recruiting has begun to fill the Public Services position. State aid has been received and Jeff, Brandt and Laura are compiling statistics for the annual report to the State.

g. Friends Groups Reports: Sharon Graff reported that she attended the workshop on non-profit boards. She also mentioned the Spring Fever Book Sale to be held on April 30. She thanked the two ACLS board members for referring volunteers to the Friends. Both were invited to the next Friends' board meeting.

4. Old Business

5. New Business

a. Spring into the Library Mixer – March 4, 5-7pm. Giving Society members and Board members have been invited. Board role is to be ambassadors for the ACLS. RSVP by Wednesday to Vicki.

b. Pre-meeting training – March 24 scheduled at 5:30pm at the Gettysburg Library.

6. Mission Moment

7. Public Comment Period – None

8. Executive Session for Real Estate Matters

9. Adjournment: Motion to adjourn made at 7:45 by Rita Rice, second by Ray Schwartz, approved unanimously.