

Adams County Library System
Board of Trustees Meeting
Gettysburg Library
June 23, 2022

Board members present: Dorothy Puhl, President; Kara Boehne-Miele, Secretary; Mary Sue Cline, Genevieve Felty, Sheila Fleischer, Associate Trustee and Julie Ramsey, Associate Trustee

Heidi Gillis, Vice-President attended via Zoom

Also present: Laura Goss, Brandt Ensor, Erica Duffy and Angie Piraino, New Oxford Friends

Excused: Rita Rice, Treasurer: Ray Schwartz, Rukhsana Rahman, Anna-Mae Kobbe, Jeff Cann, Karen Arthur, Trustee Emeriti and John Kiehl, Trustee Emeriti.

Call to order: 7:05 pm.

Approval of Board Minutes – 5.26.22 - Genevieve motioned to approve, and Mary Sue seconded. All agreed and the minutes were approved.

Executive Committee: No meeting in June.

Administration/Operations Committee: No meeting in June. At the next AD/OP meeting the newly edited Employee Personnel Manual will be discussed. Committee will meet to make a motion to accept it.

Board Membership and Nominating Committee: Kara said they are working on a date to meet.

Finance Committee: Jeff will update the board next month on the P&L and Balance Sheets.

Planning and Development Committee: No meeting in June. MISSION MOMENT: Genevieve was meeting with other parents with children who did not know her affiliation with the library. She was delighted to hear that the parents were all talking positively about FunFest and how much their children enjoyed it!

Genevieve is considering changing the committee meeting day. More information will be forthcoming about this change.

Gettysburg Building Project Committee: No meeting in June. Mary Sue reported that the library is waiting on the Seminary for a reply to our offer. If other property is known, let MSC know and she will check it out.

Executive Director's Report – Report in packet. FunFest proved to be successful, thanks to the leadership of Erica and support of the staff, volunteers and local organizations. It is estimated that over 3,000 people attended over the 3-hour event!

Personnel: Two positions are open:

Part-time public services assistant at the Harbaugh~Thomas Library.

Full-time (34.5 hours per week) public services assistant at the Gettysburg Branch. This became available due to the transfer of a Gettysburg staff member to fill the Branch Assistant position at the New Oxford Library.

Building Issues: Due to continuing plumbing issues on the first floor, the Library was closed two Saturdays (Antique Market and Pride Weekend). Locks have been installed on the first-floor restroom doors, but due to increased use of the Youth Services Department, we are holding off on keeping them locked.

We cannot post signs restricting use of the restrooms. The Office of Commonwealth guidance is that: "It appears that if a structure is intended for public utilization, such as a library, then it must provide customers, patrons, and visitors with public toilet facilities in accordance with its occupancy classification (Table 2902.1 of the 2009 International Building Code [IBC] indicates that libraries have an occupancy classification of A-3 and provides the corresponding number of restroom facilities required)."

Solving the East Berlin water issue is still a work in process. Two companies have inspected the basement and have found no evidence of mold or mildew. We have received a proposal from K&M and will be discussed at the next AD/OP meeting, along with further recommendations.

Friends Groups Reports: Angie Piraino from New Oxford Friends: The NO Friends had their mixer with the Chamber of Commerce on June 8th and felt it was successful. There is no information yet from Perkins' as to the amount of money made from that fundraiser. They should know more in July. July 14th they are having a fundraiser at Sweet Frog in Hanover.

Old Business: Updates to the Bylaws and Board Manual.

New Business: Required board member clearance and statements of confidentiality, code of conduct, and conflict of interest statements.

- July Board Meeting. There was a discussion about whether to conduct a board meeting in July. It was decided to not have the board meeting in July unless there is urgent, unforeseen business.

Mission Moment: Erica met someone at Rotary who was very impressed at the large turnout of the Hispanic Community at FunFest. It is a challenge for a lot of organizations to encourage the Hispanic Community to attend and participate in events.

Public Comment Period: No discussion. No public comments.

Adjournment: Dorothy asked for a motion to adjourn. Genevieve motioned and Mary Sue seconded. All were in favor and the meeting adjourned at 7:45 pm.

Recorded by:
Wanda Reigle

The next Board Meeting will be August 25, 2022 at the Gettysburg Library at 7 pm.