

Adams County Library System
Board of Trustees Meeting
Trone Memorial Library – East Berlin
August 25, 2022

Board members present: Dorothy Puhl, President; Heidi Gillis, Vice-President; Rita Rice, Treasurer; Mary Sue Cline, Genevieve Felty, Ray Schwartz, Rukhsana Rahman, Anna-Mae Kobe and Julie Ramsey, Associate Trustee

John Kiehl & Karen Arthur, Trustee Emeriti

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

Josie Pelc, Harbaugh~Thomas Foundation; Sharon Graff, ACLS Friends; Sharon Lentzner, Littlestown Friends; Dave Lentzner, Littlestown Friends and Angie Piraino, New Oxford Friends

Excused: Kara Boehne-Miele, Secretary; Sheila Fleischer, Associate Trustee; Marge Keller, Harbaugh~Thomas Foundation

Call to order: 7:00 pm.

Approval of Board Minutes – 6.23.22 – Rita motioned to approve, and Mary Sue seconded. All agreed and the minutes were approved.

Executive Committee: Report in packet. No questions or discussion. Dorothy remarked that the board will go into Executive Session at the end of the board meeting.

Administration/Operations Committee: No meeting in August. **Motion from the AD/OP Committee to approve revised ACLS Personnel Manual.** Heidi seconded the motion. All were in favor and the motion was approved.

For East Berlin: K&W is creating an engineering plan to remediate storm water runoff issues and they will present quote for possible subdivision of lot for sale of rental building.

For Gettysburg: CS Davidson is working on a 5-year building maintenance plan.

Board Membership and Nominating Committee: Motion from the Board Membership and Nominating Committee to approve appointment of Susan Whaley as an Associate Trustee. Mary Sue seconded the motion. All were in favor and the motion was approved.

Finance Committee: Report in packet. Rita reported the auditors have advised that the Board Member Appreciation Fund is a restriction, not a fund, and should be removed from the Balance Sheet. The committee has asked Jeff to remove it from the Balance Sheet. The restricted dollars will be included at the bottom of the Balance Sheet as a note to the board, so that we will be aware of the funds available.

Jeff reviewed the Balance Sheet and P&L Statement for July 2022. He summarized the 2021 audit and 990. He commented that it was a clean audit, and was the easiest he's ever experienced. **Rita motioned to accept 2021 Financial Statements.** Genevieve seconded the motion. All were in favor and the motion was approved.

Planning and Development Committee: Report in packet. Genevieve suggested the Wine, Cheese and Art Evening could be a Fall or holiday event. We can advertise where it is first come, first served, rather than sending invitations.

For the upcoming Signature Event it was decided to have signs/infographics placed in strategic areas to share some history about the library and more importantly, to make the public aware of how the library is funded.

Gettysburg Building Project Committee: Report in packet. Mary Sue will determine if a meeting is necessary in September.

Executive Director's Report – Report in packet. Laura gave a “shout out” to Barbara and staff at Harbaugh~Thomas this summer. They were down one person this summer and managed their programs successfully!

SummerQuest concluded on August 13, 2022. In total, 1,374 people participated: 347 early learners, 707 elementary and middle school children, 110 teens, and 210 adults registered. Children logged 838,859 minutes read and adults logged 14,482 book read.

Personnel: Laura was happy to announce the two open positions have been filled!

Building Issues: Gettysburg – HVAC – We have had several visits by HB McClure for minor issues with the air conditioning.

Laura was happy to report there have been no problems with the plumbing since the Spring Roto-Rooter visits!

East Berlin – Stormwater remediation - Laura and Brandt met with K&W who gave them a report with recommendations and Laura asked for a quote for an engineering plan. They will also submit a quote to subdivide the rental building/parking lot plot for possible sale of the building.

Tickets are on sale now for the Signature Event on September 16, 2022.

Friends Groups Reports: Sharon Graff from the ACLS Friends reported they made \$27,500 at their book sale! Sharon said the group logged 1,500 hours of volunteer time.

Josie from the Harbaugh~Thomas Foundation said they now have new flooring in the meeting room.

Sharon from the Littlestown Friends said they participated in the Good Ole Days in Littlestown. They created a cookbook and the books are for sale for \$15. September 19th and 20th is their soup sale.

Angie from New Oxford Friends says they are working on their by-laws to make sure their process is in keeping with the by-laws. They are coordinating a fundraiser on October 16th at Brookmere Winery.

Old Business: Required board member clearances and Statements of Confidentiality, Code of Conduct, and Conflict of Interest. Dorothy said information has been given to the members who need clearances, or any of the above-mentioned statements. Please complete and return information to Wanda.

New Business: Board retreat to develop a strategic plan. Dorothy suggested the retreat could happen in March or April 2023 with everyone gathering at the Harbaugh~Thomas Library for most of the day. Laura and Dorothy will get some dates together and send them to the board. It was agreed that the majority will rule for the date.

Mission Moment: Josie related that her grandson enjoyed the storywalk at Harbaugh~Thomas entitled The Kissing Hand. It's a story of a raccoon who doesn't want to go to school. The mother raccoon kisses the palm of the little raccoon telling him that he can touch his palm to his cheek during the school day and it's like his mother is with him to ease his discomfort. Josie's grandson did just that and told his mother that she is with him during the day at school.

Heidi said that at the Friends Booksale the children would find books and show their mother what they found and the excitement they generated from their find. Heidi felt we were "making readers".

Several board members commented about children reading under the tables at the Friends Booksale and how content they were.

Public Comment Period: No discussion. No public comments.

Adjournment: Dorothy adjourned the meeting at 8:00 pm. The board went into Executive Session at 8:03 pm.

Executive Session adjourned at 8:15 pm. Rukhsana motioned and Rita seconded the motion.

Recorded by:
Wanda Reigle

The next Board Meeting will be September 22, 2022 at the Gettysburg Library at 7 pm.