

Adams County Library System  
Board of Trustees  
Meeting minutes of January 26, 2017

Board members present: Bob Shuey, President; Don Marritz, Vice-President; Ray Schwartz, Treasurer; John Kiehl, Secretary; Karen Arthur, Jeremy Garskof, Richard Gawthrop, Tony TenBarge, Dorothy Puhl  
Associate Trustees: Annie Letendre, Mary Sue Cline, Genevieve Felty  
Also present: Karla Trout, Beth Cool, Dawn Smith, Marge Keller, Jim Gardner, Marcia Wilson  
Excused: Laura Goss & Josie Pelc

**Call to order**

President Bob Shuey called the meeting to order at 7 pm.

**Consent Agenda:** Two corrections duly noted and corrected. AD/OP Minutes from the December 8, 2016 meeting incorrectly stated both Dawn Smith and Tony TenBarge were excused. They are not members of the AD/OP Committee.

Dorothy made the motion and Karen seconded, with all accepting. Motion carried.

The Executive/Finance Minutes from the January 19, 2017 meeting incorrectly stated the investments should be reviewed quarterly. It has been corrected to read: The Balance Sheet needs to be updated quarterly.

John made the motion and Ray seconded, with all accepting. Motion carried.

**Friends of the Library:** the Book Store took in more than budgeted and membership was also more than budgeted. It is felt this is due to the redesigned envelope making it easier to join or renew membership.

The annual Book Sale will be held this year from June 14<sup>th</sup> through June 17<sup>th</sup> at the Hauser Field House at Gettysburg College.

The Friends would like to start an endowment to the library in Ginny Ciliotta's name as she resigned in 2016 after ten years of service as an Associate Trustee on the Friends Board, and Treasurer. This decision was delayed until the February 2017 meeting.

**Friends of the Littlestown Library:** The Friends of the Littlestown Library celebrated the sixth anniversary of the Library's opening with a children's event on January 21, 2017. The event included storyteller Beth Rebert followed by mini-cupcakes for all made by Friends members. Twelve children, one teen and twenty adults attended.

The semi-annual soup sale will take place February 15<sup>th</sup> to 17<sup>th</sup> and orders can be placed at the library. Chicken Corn or Vegetable Beef Soup will be available for \$6.50 per quart.

Marcia said she attended both the annual meeting of Pennsylvania Citizens for Better Libraries (PCBL) and the Annual Friends Institute sponsored by PCBL in October.

**Harbaugh~Thomas Library:** The library continues to have weekly and monthly play time, block parties, and storytimes for babies, preschoolers and children with good attendance. The use of the meeting rooms by private and not-for-profit groups is steady. Marge, on behalf of the Harbaugh~Thomas Library, said to Bob Shuey and the rest of the Board, "Happy and Exciting New Year!"

**East Berlin Community Library:** Richard Gawthrop was welcomed as the new Trustee representing the Jean Barnett Trone Memorial Library of East Berlin, formerly known as the East Berlin Community Library. He is the new President of their Board, replacing Sandy Abnett.. He presented his report, which includes goals established for 2017. He would like to establish a Friends group, raise additional operating funds, increase endowments, and address municipalities and local businesses. They will have book sales on Saturdays throughout the year.

They received the Baker & Taylor Award for \$2,500 which is earmarked for audio/video products. They welcomed new library employee Shelly Hart and welcomed Jack Edmondson as a Junior Associate Trustee.

**2016 Development Summary:** Dawn explained the Development Summary and noted that in 2015 the total amount donated was \$73,477 and in 2016 the amount was \$193,192.31, and the difference is \$119,715.31 more!

Going forward, Karla, Beth & Dawn will reconcile the General Ledger and Development Summary and include a Narrative.

Dawn reported that she and Mary Sue took a field trip to the Frederick County Library and was very impressed with their Youth Services. Bob suggested establishing a Youth Advisory Committee. The committee members will be Genevieve, Don, Mary Sue and Bob. Genevieve will Chair the committee. As per Board Meeting of 2/23/17, this has been corrected to read: Genevieve will Chair the committee.

**Financial Report:** Beth reminded the Board this report is unaudited. She is working on the end of year accrual adjustments, including an anticipated distribution from the county, which will be credited to 2016.

Tony suggested a footnote in the Financial Statement to include Dawn's development dollars. Beth and Dawn's numbers need to reconcile.

**Old Business: Carroll Valley Lease / Fairfield Lease:** The Carroll Valley Lease was edited to include attorney recommended verbiage. Don motioned to accept the lease and Ray seconded the motion. All were in favor. The motion carried.

Karla reported the ACLS will continue to be required to honor the Fairfield Library building lease for another 1½ years, if no new tenant is found. The landlord is required to look for a new tenant. The lease payment amount is \$12,000 per year.

**East Berlin Agreement / Stipend:** the Board needs to determine, for 2017, what amount up to \$10,000 to give the Jean Barnett Trone Memorial Library of East Berlin. After discussion, this subject was tabled pending the passage of the ACLS 2017 budget, which proposes an increase of \$10,000.

**Budget / Resolution:** Ray presented a Resolution to adopt the 2017 Budget with the intended use of investment funds. The Resolution would be binding immediately, rather than waiting for the board minutes to be approved in a month. Ray motioned to accept the Resolution, and John seconded. All were in favor, and the Resolution was adopted. As per Board Meeting of 2/23/17, Budget Resolution attached.

**Line of Credit Resolution:** It would be advantageous for ACLS to establish a line of credit for cash flow issues at the end of the year or beginning of the year. Ray made a motion to establish a line of credit, and Don seconded the motion. Before final vote, there was discussion regarding the wording of the third paragraph which was suggested to include mention of "using ACLS investment funds as collateral."

After continuing discussion, Ray withdrew his motion, and the adoption has been tabled.

**New Business: Strategic Planning Consultant Engagement Letter:** Karla asked for the Board's approval for her to sign the engagement letter from Wakeen & Company for them to lead the Strategic Planning for the System.

Don suggested a slight re-wording of the last sentence of the second paragraph to read "thirty (30) days" rather than "ninety (90) days" regarding termination of the engagement. Karla said she will have it changed to thirty (30) days. Don then motioned to approve Wakeen, for the terms set forth, and Tony seconded the motion. All were in favor. Motion carried.

**East Berlin Stipend:** With the passage of the ACLS 2017 Budget, Ray made a motion to give East Berlin a \$10,000 stipend for one year only. Karen seconded the motion. All were in favor and the motion carried.

Meeting adjourned at 8:25 pm.

Respectfully submitted,  
Wanda Reigle