

Adams County Library System  
Board of Trustees Meeting  
January 23, 2020  
Gettysburg Library

Board members present: Dorothy Puhl, President; Jeremy Garskof, Vice-President; Karen Arthur, Secretary; John Kiehl, Treasurer; Mary Sue Cline, Ray Schwartz, Rita Rice, Richard Gawthrop, Don Marritz, Heidi Gillis

Also present: Laura Goss, Brandt Ensor, Dawn Smith, Jeff Cann, Jim Gardner, Sharon Lentzner, Dave Lentzner, Marge Keller, Josie Pelc, Angie Piraino

Excused: Genevieve Felty

**Call to order:**

President Dorothy Puhl called the meeting to order at 7:00 pm.

**Approval of Board Minutes: 12.5.19** – Dorothy asked for approval of the board minutes. Ray motioned to approve, and Jeremy seconded the motion. All were in favor, and the minutes were approved.

**AD/OP:** John reviewed the notes from the January meeting. Dorothy shared she had a brief favorable conversation with a GARA board member about the possibility of the library relocating to the Rec Park.

The Gettysburg Library building study is scheduled for several days in February.

**Board Membership and Nominating Committee:** Notes from the meeting are in the packet. There was discussion of membership and succession planning for executive officers. Karen said the committee will meet again in March.

**Executive Committee Report:** December and January reports are included in the board packet.

**Finance Committee:** Jeff is awaiting quotes on our insurance products.

Jeff gave the report on the Balance Sheet and P&L Report.

An agreement needs to be finalized between the Adams County Library System and the Borough of Littlestown regarding the borough-owned building housing the Littlestown Library.

**Planning & Development:** Dawn announced the library applied for two grants from the Robert C. Hoffman Foundation, and she is researching grant availability from several other organizations.

She reminded the board that Author Alafair Burke will be the guest speaker at our Signature Event September 18<sup>th</sup> in Gettysburg.

Dawn was happy to report that the fundraising goal established for November and December was exceeded! The final report will be shared soon.

Dawn reported there have been no new Named Endowments established at the \$5,000 level. This monetary level may have to be revisited.

**Executive Director's Report:** State Aid – the library should be receiving the state aid payment on or about January 29<sup>th</sup>. Payment amounts will include a 9.18% increase over the 2017-18 amounts.

Two grant applications were submitted to the Robert C. Hoffman Charitable Endowment Trust: \$8,000 for sound absorbing panels for the third floor meeting room and \$1,920 for ten Chromebooks for various uses.

Partnerships – we are working with CareerLink to create two computer stations that job seekers can use as an alternative to visiting the employment office on V Twin Drive. Biglerville and New Oxford were chosen to house these stations with a direct link to the CareerLink resources. The computers will also have a link to the Library System's Brainfuse JobNow online subscription. Details are being worked out, but the goal is to have them in place before the end of February.

We are also participating in the Adams County Complete Count Committee and with the Census Bureau to promote the 2020 Census and the ACLS as a place to use the computers to enter data.

The All Staff Meeting at the end of March will feature a representative from the Census Bureau to explain more about the Census and why it matters to Adams County.

The Census Bureau was invited to have a booth at FunFest in June.

**Friends of the Library:** Report in board packet.

**Friends of the Littlestown Library:** Report in board packet from outgoing Friends President, Marcia Wilson. Sharon Lentzner, new Friends President reported on current activities.

**Friends of the New Oxford Library:** Angie reported that some of the fundraisers they are going to have include a Spring Tea, a Calligraphy class, Sweet Frog and Hoss's. She reported there is a volunteer youth on the committee. She will try to contract with a food truck during the FOL Booksale.

**Harbaugh~Thomas Library:** Report in board packet.

**Jean Barnett Trone Memorial Library:** Report in board packet. Richard reported that the lower level renovation is going well. They are applying for a Hoffman Grant to buy furniture for the lower level.

Richard shared they have T-Mobile Hotspot rentals where patrons can lease for 14 days for \$20.

Cashman's Hardware on February 15<sup>th</sup> is Bucket Day.

**Old Business: East Berlin Conversion to Branch Library** – Resolution approved by the Executive Committee to convert the Jean Barnett Trone Memorial Library of East Berlin to a branch library of the Adams County Library System.

John read the Board Resolution and opened the floor for discussion. Following considerable dialogue, the motion was approved unanimously.

Dorothy called for adjournment of the meeting. Jeremy motioned, and Ray seconded. Meeting adjourned at 8:10 pm.

Recorded by:  
Wanda Reigle

The next Board Meeting will be Thursday, February 27, 2020 @ Gettysburg Library @ 7pm.