

Adams County Library System
Board of Trustees Meeting
January 24, 2019
Gettysburg Library

Board members present: Dorothy Puhl, President; Jeremy Garskof, Vice-President; Karen Arthur, Secretary; Annie Frazee, Mary Sue Cline, Genevieve Felty, Ray Schwartz, Sandy Abnett

Associate Trustees: Don Marritz, Rita Rice

Also present: Laura Goss, Jeff Cann, Jim Gardner, Josie Pelc & Marge Keller

Excused: John Kiehl, Marcia Wilson

Call to order

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

Approval of Board Minutes: 12.6.18 – Dorothy asked for approval of the board minutes. Jeremy motioned to approve, and Karen seconded the motion. All were in favor, and the minutes were approved.

AD/OP Committee: John is excused from this meeting. He was to present an oral report for the December 12th and January 10th meetings.

A motion was brought forward from the AD/OP Committee: To engage Daniel F. Smith Roofing, Inc. to do the necessary repairs on the main roof with a quote of \$38,800 plus time and materials for sheeting. Mary Sue made the motion, and Jeremy seconded. There was some discussion, then a vote was taken. All were in favor. Motion carried.

Board Membership & Nominating Committee: Karen reported the Board Trustee Packet is in the process of being finalized. Karen also noted it is the responsibility of all members of the Board to seek and suggest prospective candidates to serve on the Board. Karen asked Board members to bring the name or names of prospective Board members to the March meeting keeping in mind the importance of having a diverse Board.

While on the topic, it was suggested the new associate trustee(s) should be given proper orientation such as a tour of the Gettysburg Library, and the departments within. They should also be given a board manual to familiarize themselves with the governance and responsibilities of a board member.

Executive Committee: Dorothy shared the committee is presented with challenges and opportunities. The most important task now is to hire a new Executive Director.

Finance Committee: No notes from John.

Dorothy introduced and welcomed Jeff Cann, the new Finance Manager. Jeff said he is happy and excited to be working for the library system. He says it will be a great experience.

Jeff's report is included.

Planning & Development: Annie was pleased to share that Dawn surpassed her fundraising goal!

The roof project was added to the 2019 goals. March 19th will be the day where the ACLS Board and all the Friends' Board members meet where dreams and goals for 2019 and beyond will be shared.

Interim Executive Director's Reports: Laura discussed her two reports for December 2018 and January 2019, both of which are very comprehensive. Those reports were included in the board packet for review.

Executive Director Search Committee: Jeremy shared that there are six people on the committee: Dawn Smith, Barbara Buckley, Jess Laganosky, Genevieve Felty, Jeremy Garskof and Rita Rice.

In January the job ad will be posted. The committee will develop interview questions. February is the month to review all interested candidates. They hope to schedule in-person interviews in March, and to have someone hired in March or late April.

Friends of the Library: Friends report submitted. Jim shared that one shift in the bookstore sold \$480 worth of books!

Friends of the Littlestown Library: Friends report submitted.

Friends of the New Oxford Library: No report submitted.

Harbaugh~Thomas Library: Report submitted. Josie said she and everyone is excited about the "After School Program" being held at the Harbaugh~Thomas Library.

Trone Memorial Library: Sandy Abnett was welcomed as the East Berlin Representative.

Sandy shared several highlights of "fundraising" where on January 19th, Cashman's Ace Hardware Store held a Winterfest and invited the library to sell \$5 buckets as a fundraiser for the library. They raised \$653!

They are planning the 10th Annual Silent Auction Dinner Gala event April 26, 2019 at Inn 94. Sandy invited everyone.

Old Business: Approval of Investment Policy: a motion was brought forward to approve the ACLS updated Investment Policy as presented in the Board Packet for the January 24, 2019 board of directors meeting. Dorothy asked for a motion. Jeremy motioned and Annie seconded the motion. After some discussion, a vote was taken and all agreed. Motion carried.

New Business: 2019 Meeting Schedule: Dorothy commented that the July meeting date may be light. It may be decided to have a tour of the Gettysburg branch building including brief staff presentations, etc.

Corporate Deposit Resolution: a motion was brought forward to approve the Corporate Deposit Resolution 01.24.19, removing Karla Trout as an authorized signer on ACLS accounts and adding ability to view and transfer funds via online access to Jeffrey Cann. Dorothy asked for a motion. Ray motioned and Genevieve seconded the motion. After some discussion, a vote was taken and all agreed. Motion carried.

Discussion Point: 2019 Goals for ACLS: Dorothy reviewed the four main goals, in order of importance. Hire a new executive director, balance the budget, secure funding and reassess the strategic plan.

Dorothy adjourned the meeting at 8 pm.

The Board then went into Executive Session.

The next Board Meeting will be Thursday, February 28, 2019 at the Gettysburg Library.

Recorded by:
Wanda Reigle