

Adams County Library System
Board of Trustees Meeting
October 25, 2018
Jean Barnett Trone Library (East Berlin)

Board members present: Dorothy Puhl, President; Jeremy Garskof, Vice-President; Karen Arthur, Secretary; John Kiehl, Treasurer; Annie Frazee, Mary Sue Cline, Ray Schwartz, Bill Goldberg – East Berlin Representative

Associate Trustees: Don Marritz, Rita Rice

Also present: Karla Trout, Jim Gardner, Marge Keller, Josie Pelc, Angie Piraino, Brandt Ensor, Sandy Abnett

Excused: Genevieve Felty, Richard Gawthrop, Marcia Wilson

Call to order

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

Approval of Board Minutes: 8.23.18 - Dorothy asked for a motion to accept the Board Minutes. Karen motioned and Jeremy seconded, with all approving. Board Minutes approved.

Ad/Op Committee: John reported that several board members took a field trip to Maryland and toured several libraries. A slideshow of the libraries visited will soon be available for viewing.

Board Membership & Nominating Committee: Karen welcomed Rita Rice as a new Associate Trustee. Karen said if any board members have prospective names for Associate Trustees to please let her know.

Finance Committee: John reported that there is no financial report due to the termination of the financial administrator and the resignation of the bookkeeper. The library has hired Raffensperger, Martin & Finkenbiner, LLC located in Gettysburg to facilitate payroll, payment of invoices, etc.

The **Finance Manager's** job description is created and the position has been posted. (**Wording corrected per Board Meeting 12/6/18.**)

Investment Policy: John reviewed the draft of a new Investment Policy. This policy will apply to all of the Library System's investments and replace current financial institution specific policies. Adoption of the new policy will be scheduled for the December board meeting. (**Wording corrected per Board Meeting 12/6/18.**)

Planning & Development: Signature Event: Dorothy presented the 2018 Signature Event Summary from Dawn.

The library received a \$12,000 grant from the Robert Hoffman Trust, which will be for the third floor LED lighting, exterior lighting, garage lighting, electric and a server rack in the server room. It does not pay 100% of the cost but a significant portion of it.

Friends of the Library: Jim shared that Larry Steinour (who works for the county) said he can get 16 pallets on a shelf. The books are being housed in the Human Services building on Boyds School Road. The Amazon bookselling is going well.

Friends of the Littlestown Library: Report Included

Friends of the New Oxford Library: Angie reported on the New Oxford Library Friends report.

Harbaugh~Thomas Library: Marge & Josie, as caretakers of the building, thanked the ACLS for keeping the library so busy.

Trone Memorial Library: Report Included

Harwood Update: Harwood team will be reaching out to a professor at Gettysburg College for a community conversation.

Not many people attended the Ragged Edge community conversation.

Revision of Bylaws: Karen motioned to accept bylaws revision, and Jeremy seconded the motion. All were in favor. Motion carried. Bylaws revision accepted.

Board Manual: Jeremy motioned to accept Board Manual changes, and Annie seconded the motion. All were in favor. Motion carried. Board Manual changes accepted.

Discussion Point: The board members who toured the Maryland libraries discussed the different libraries, their architecture and floor plans.

Jeremy motioned to adjourn the meeting and Ray seconded. Dorothy adjourned the meeting at 7:55 pm.

The Board then went into Executive Session.

The next Board Meeting will be Thursday, December 6, 2018 at the Gettysburg Library.

Notes by:
Wanda Reigle