

Adams County Library System  
Board of Trustees  
Meeting minutes of October 26, 2017  
Jean Barnett Trone Memorial Library – East Berlin

Board members present: Bob Shuey, President; Tony TenBarge, Vice-President; Karen Arthur, Secretary; John Kiehl, Treasurer; Dorothy Puhl, Jeremy Garskof, Annie Letendre, Mary Sue Cline, Richard Gawthrop (East Berlin)

Associate Trustees: Genevieve Felty, Ray Schwartz

Also present: Karla Trout, Beth Cool, Marge Keller, Marcia Wilson, Brandt Ensor

Excused: Don Marritz, Brenda Reyes-Lua, Jim Gardner

**Call to order**

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

Brandt Ensor, Director of Trone Memorial Library, welcomed the board. He gave an overview of the Warehouse Challenge Grant which is a \$100,000 matching grant. He explained the Stabler Foundation Grant of \$50,000. He said they are on their way to “burning the mortgage” for the library renovation and expansion. They also received \$2,000 from Sam’s Club.

**Consent Agenda:** Before calling for a motion to accept the Consent Agenda items, Bob Shuey pulled the Executive/Finance minutes to amend them. (Please refer to Old Business below.) The Line of Credit business was erroneously entered into the AD/OP minutes, and should have been entered into the Executive/Finance minutes. A motion was made by Mary Sue to accept the Consent Agenda items, except for Executive/Finance minutes, and Jeremy seconded the motion. All were in favor and the motion carried.

**Friends of the Library:** Jim Gardner excused and the report is attached.

**Friends of the Littlestown Library:** Marcia Wilson present and report attached. She has extended an invitation to the board to attend the Littlestown Friends Annual Meeting November 1<sup>st</sup> at 11a at the Littlestown Library.

**Harbaugh~Thomas Library:** Marge Keller present and report attached. She also made the board aware Harbaugh~Thomas is getting a new elevator.

**Trone Memorial Library:** Richard Gawthrop present and report attached. He was excited to say in July the library celebrated its 1 year anniversary. He reported they held a Trivia Night on Friday, October 20 which was a success. He explained the Community Aid Bins where for every pound of food and clothing the organization earns four cents. So far, the Trone Memorial Library has made \$5,000. He suggested it might be worth considering for the ACLS. They are in the planning stages of having vinyl art (much like in the Carroll Valley Library) in the Children’s Section which will be paid for by a donor.

**Financial Report:** Beth gave the Financial Report. She also added they met with ACNB and PNC regarding the Lines of Credit.

**Old Business: Line of Credit: This is an amendment to the original motion. Draws from Lines of Credit will be at the discretion of Library Administration, specifically Karla Trout and/or Beth Cool. Draws will be reported to the Board at the next meeting.** A motion was made by John and seconded by Dorothy. All others present voted “aye” with Karen abstaining. Motion passed.

**New Business: Collection Development Policy:** there was a motion from the AD/OP Committee to accept the re-wording of the Gift policy paying particular attention to the third paragraph "Gifts" which reads:

**"Only monetary donations are accepted for materials that will be placed in memory or in honor of another individual.** No physical materials will be accepted for honor or memory designations, with the exception of rare or special materials that are pre-approved by the executive director. Donors wishing to purchase materials for the library collection are encouraged to submit to the library a list of items for consideration." The Board voted, and everyone agreed. The motion carried.

The Board Manual will be updated in the near future. Karla will give John an example of a board manual from another library system and he'll share the information with the sub-committee.

Karla shared the news that the library received from ACCF and the Robert Hoffman Trust a total of \$18,000 toward the redo of our website. We are looking for a launch date of January 15, 2018. The new website will include a tool for disability assistance as well as language translation.

Bob called for adjournment, where Jeremy motioned and Karen seconded. Meeting adjourned at 7:50 pm.

Next Board Meeting will be on Thursday, December 7, 2017 at the Gettysburg Library.

Respectfully submitted,  
Wanda Reigle