

Adams County Library System  
Board of Trustees  
Meeting minutes of February 22, 2018  
Gettysburg Library

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

Associate Trustees: Genevieve Felty, Ray Schwartz, Don Marritz

Also present: Karla Trout, Beth Cool, Marge Keller, Josie Pelc, Jim Gardner

Excused: Marcia Wilson

Absent: Brenda Reyes-Lua

**Call to order**

President Bob Shuey called the meeting to order at 7:00 pm.

**Consent Agenda Items:** Bob Shuey asked for a motion to accept the Consent Agenda Items, and John Kiehl requested that the P&D minutes (from 2.16) be pulled. Bob said the P&D minutes were pulled for future discussion. Also of note, Annie Letendre's name was erroneously listed as an Associate Trustee rather than a Trustee in the Board Minutes (from 1.25). Please note this has been corrected on the Board Minutes (from 1.25). A motion was made by Karen to approve the Consent Agenda Items with Dorothy seconding the motion. All were in agreement and the motion carried. With the exception of the P&D minutes, the Consent Agenda Items are approved.

Karla made the Board aware that there is a water encroachment issue at the Gettysburg Library in the electrical room on the first floor. The main panel box is rusting away, although the wiring is not getting wet. We are taking steps to try to stop the water inflow. Outside on the High Street side of the building, there is evidence of subsidence of the sidewalk leading from the driveway to the stairs that descend to the Children's room. This coincides with the water in the electrical room. We have requested that our handyman investigate and attempt to mitigate the situation.

Regarding the P&D Minutes (from 2.16) that were pulled from the Consent Agenda, John requested that his comment be corrected to read: "**He felt there were several items missing and then did the research.**" Please note this has been corrected on the P&D Minutes (from 2.16).

**Friends of the Library:** February Report Included.

**Friends of the Littlestown Library:** February Report Included.

**Friends of the New Oxford Library:** No Report Received.

**Harbaugh~Thomas Library:** January & February Report Included.

**Trone Memorial Library:** No February Report.

**Financial Report:** John explained the Financial Report represented the unaudited results of 2017 in the format of the 2018 Budget as passed by the Board. He highlighted that Line D (Grants & Sponsorships) numbers were up due to the Development Officer's efforts.

John reminded the Board that he had recommended only quarterly financial statements, but felt that perhaps that was not satisfactory due diligence, and that he, Beth and Karla are looking at cash flow statements, which would be produced monthly.

Karla remarked on a request for information regarding the Vendors used by the Library. A list will be provided to the Board.

**Old Business: Harwood Update:** Genevieve reported our library is on par or even doing better than some libraries.

Genevieve conducted an “Aspirations Exercise” with Mary Sue Cline, where Mary Sue could express her ideas, aspirations, challenges and new conditions regarding our community. Each Board member was given an “Aspirations Exercise” paper so they could express their own ideas and aspirations.

Karla would like to wrap back around with each Board member to learn their ideas. A discussion ensued regarding the exercise.

**National Library Legislative Day in Washington, DC** – Karla talked about this previous in the meeting and this subject is part of her Executive Director’s Report.

**New Business: Harbaugh~Thomas Representation from AD/OP:** Action Item from AD/OP: A motion was made by Ray Schwartz and seconded by Dorothy Puhl to recommend to the board that Beth Cool continues to be the liaison to the Harbaugh~Thomas Foundation, but her status changed to a non-voting member. **After discussion – motion carried.**

**Board Application discussion from P&D:** In their quest to keep it simple, Tony commented the application started with six questions and it was compressed into four questions.

In discussing the Trustees Expectations and Guidelines (for prospective Associate Trustees) the word “Obtain” in Obtain PA Child Abuse History Clearance, sounds like the Associate would have to pay for the clearance themselves. It was suggested to substitute another word, but another suitable word was not decided on.

The eighth bullet point in the Expectations was changed to read: **Make an annual donation that is meaningful to you.**

Annie made a motion to accept, with edits, the Board Application and Guidelines. Mary Sue seconded, and all were in favor. Motion carried.

**Board Manual Draft:** Dorothy led the Board through the draft, chapter by chapter. She said there is more work to be done. There was discussion about the draft.

It was suggested to develop a Calendar of Activities that the Board is responsible for, such as preparing for auditors, or evaluating the Executive Director, or other necessary activities. This would enable them to plan for such things more efficiently.

**ACLS Organizational Chart:** The chart will help the Board understand the organization, and who manages the departments in the organization. John suggested that each of the management people come to a board meeting to introduce themselves and explain what they do for the library.

Bob adjourned the meeting at 8:20 pm.

Next Board Meeting will be Thursday, March 22<sup>nd</sup> at 7 pm at Carroll Valley.

Respectfully submitted,  
Wanda Reigle