

Adams County Library System
Board of Trustees Meeting
February 28, 2019
Gettysburg Library

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

Associate Trustees: Don Marritz, Rita Rice

Also present: Laura Goss, Jeff Cann, Dawn Smith, Tom Giuffreda, Jim Gardner, Marge Keller and Angie Piraino

Excused: Josie Pelc & Marcia Wilson

Call to order

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

Approval of Board Minutes: 1.24.19 – Dorothy asked for approval of the board minutes. Ray motioned to approve, and Genevieve seconded the motion. All were in favor, and the minutes were approved.

AD/OP Committee: John shared that the roof will be replaced. It was also brought to the committee's attention that the HVAC system needs to be replaced. Honeywell and the library are meeting to discuss.

John explained that due to the age of the system, if repairs are needed where a part needs replaced, Honeywell has trouble locating the part. They don't have the part anymore, even in their archives. To this point, Ray suggested a 3D printer could be used to pattern parts, if necessary, until the system could be replaced.

Board Membership & Nominating Committee: Karen said the committee meets every other month with the next meeting being March 6, 2019. The Board Trustee Packet is in the process of being reformatted before distribution.

Karen reminded everyone it's everyone's responsibility to try to attract new board members. The suggestion was made to put a short message and form on the website for someone to apply to serve on the board. Digital signage could be used as well. The winter months should be used to advertise for prospective board members.

Executive Committee: Dorothy shared that the committee discussed their challenges.

Finance Committee: There was discussion about the state report and what information is needed. Laura will have someone more knowledgeable on the budget requirements meet with the Finance Committee to explain in more detail.

A motion (recommended from Finance Committee): Increase bandwidth at all library locations to 1 gigabit, with a five-year Comcast contract, utilizing ERATE discounting. John motioned to accept and Karen seconded the motion. Motion carried.

Tom Giuffreda, ACLS IT Manager, is very excited about this development and explained how the speed of the internet will be beneficial to library operations as we migrate to SPARK, but it will be faster for patrons, too. It was asked if this is a fixed rate from Comcast. Laura thought it is a fixed rate because of utilizing ERATE.

Planning & Development: Genevieve reminded everyone of the March 19th Lunch and Mixer with the Friends groups.

Fundraising for Reaching Our Community (R.O.C.) has changed. The library does not want to duplicate programs. We will be partnering with organizations and not competing with them.

Interim Executive Director's Report: Please see Laura's report in the Board Packet. The subject of statistics was discussed. The board would like more information. Laura will supply statistics.

Friends of the Library: Report attached.

Friends of the Littlestown Library: No report.

Friends of the New Oxford Library: Angie remarked that she and Mary Lou will be attending the fundraising workshop on March 4th.

Harbaugh~Thomas Library: Report attached.

Trone Memorial Library: Report attached. Sandy said she and others will be attending the fundraising workshop on March 4th.

New Business: Please see second paragraph in Finance Committee notes.

Dorothy requested everyone look at the trustees list and update your information as applicable. A new updated trustees list will be forthcoming.

Dorothy adjourned the meeting at 8:05 pm.

The Board then went into Executive Session.

The next Board Meeting will be Thursday, March 28, 2019 @Littlestown Library @ 7pm.

Recorded by:
Wanda Reigle