

Adams County Library System
Board of Trustees Meeting
March 28, 2019
Littlestown Library

Board members present: Dorothy Puhl, President; Jeremy Garskof, Vice-President; John Kiehl, Treasurer; Mary Sue Cline, Genevieve Felty, Sandy Abnett
Associate Trustees: Don Marritz, Rita Rice
Also present: Laura Goss, Jeff Cann, Dawn Smith, Jim Gardner and Angie Piraino
Excused: Karen Arthur; Annie Frazee; Ray Schwartz; Marge Keller & Josie Pelc

Call to order

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

Dorothy introduced and welcomed Jess Shelleman, Branch Manager of the Littlestown Library. Jess imparted what her role is and what she does at the Littlestown Library. She is very happy to be working for our library system. She is creative in her programs and they are well received and attended.

Approval of Board Minutes: 2.28.19 – Dorothy asked for approval of the board minutes. Jeremy motioned to approve, and Mary Sue seconded the motion. All were in favor, and the minutes were approved.

AD/OP Committee: John said there is an AD/OP report in the packet, and he said the roof will be replaced.

Board Membership & Nominating Committee: Mary Sue said a slate of officers will be presented for vote at the April Board meeting. Due to Mary Sue's absence, Genevieve and Annie will count the ballots after the vote. Karen is the only Board member whose term is up and she will need to be reappointed for a second term.

Executive Committee: Dorothy said the committee is comfortable with not having formal minutes.

Finance Committee: John indicated that Mark Bernier from ACNB Bank Trust & Investment Services attended the Finance Committee meeting and conducted a review of the accounts the Library has with ACNB Bank.

Balance Sheet and Profit & Loss: Jeff said nothing specific to note. He commented the auditors would like to see minutes or notes from the Financial Committee. Without the notes, they will consider it a "finding."

The auditors asked to push back the date of the start of the audit. Jeff said it is good timing, as it allowed us to launch Paytime (the automated payroll system.) It seems to be working well and staff are getting used to the system. Jeff said it will allow for greater efficiency and less room for errors.

Planning & Development: Genevieve gave a "shout out" to Dawn for her great work she's doing and a Thank You to the Cline Foundation for the grant for the roof replacement.

Dawn explained her financial report, line by line, so everyone would understand. Each year 2016, 2017 and 2018 Dawn exceeded the goal set by the Board for funds raised. She wanted everyone to understand that a Development Officer builds relationships for giving.

Interim Executive Director's Report: Laura included a "statistics snapshot" and asked for feedback. The board wants to see computer usage; building visits; and number of programs, to name a few.

The migration of ILS to SPARK is continuing with weekly calls, database cleanup, and the final stages of collection review and expired card deletion. Staff training has been scheduled.

Thomas L. Cline Foundation awarded the ACLS with a grant of \$73,325 to be used to replace all sections of the roof on the Gettysburg Library. This grant, added to the \$6,000+ already raised from individual donors should cover the entire cost. The roofing grant application submitted to the Hoffman Trust has been withdrawn.

Executive Director Search: Jeremy reported it has been narrowed down to three applicants. Interviews will be April 9th, April 15th and April 18th.

Friends of the Library: There was no March meeting. Jim is pleased with the relationship with Schmuck's picking up the books.

Friends of the Littlestown Library: No report.

Friends of the New Oxford Library: Angie said they are collaborating to find new, profitable fundraisers. They are also reaching out to others to join the NO Friends.

Harbaugh~Thomas Library: Report attached.

Trone Memorial Library: Sandy wanted to remind everyone of their biggest fundraiser, their Annual Dinner and Silent Auction. The ACLS has a table at the event.

New Business: Motion from AD/OP: **Approve expenditure of \$30,380.00, plus any additional cost for time and materials, to complete roofing work identified as B, C and D, per the contract with Daniel F. Smith Roofing, Inc., funding to be provided via a grant from the Thomas L. Cline Foundation and other donations.**

John made the motion and Jeremy seconded. All were in favor. The motion carried.

Motion from Executive: **Approve 13-day closure schedule for 2019.** John made the motion and Genevieve seconded. All were in favor. The motion carried.

Dorothy adjourned the meeting at 8:25 pm.

The Board then went into Executive Session.

The next Board Meeting will be Thursday, April 25, 2019 @ Harbaugh~Thomas Library @ 7pm.

Recorded by:
Wanda Reigle