

Adams County Library System  
Reorganization Board of Trustees Meeting  
Thursday, April 25, 2024  
Harbaugh~Thomas Library

Board members present: Heidi Gillis, President; Kara Boehne-Miele, Secretary; Rita Rice, Treasurer (via Zoom); Genevieve Felty, Rukhsana Rahman (via Zoom), Anna-Mae Kobbe, Julie Ramsey

Associate Trustees: Bette Bertram (via Zoom), Lisa Shower

Trustees Emeriti: Karen Arthur (via Zoom), Dorothy Puhl, Mary Sue Cline & Ray Schwartz

Also present: Miranda Wisor, Executive Director; Brandt Ensor, Assistant Executive Director, Jeff Cann, Finance Director; Erica Duffy, Development Director

Also Present: Marge Keller & Josie Pelc, Harbaugh~Thomas Foundation

Excused: Jessica Boyer, Rob Williams, Kathleen Pratt, Jill Schumann, Kathleen Heidecker, David Kushner

Annual Reorganization Meeting call to order: Heidi called the meeting to order at 7:03 pm.

**Motion to approve the following as Associate Trustees:**

- Jill Schumann
- Kathleen Heidecker
- Kelly Kampstra
- David Kushner (returning after absence)

Genevieve motioned, and Julie seconded. All voted yes, and the motion passed.

**Motion to approve Robert Williams and Kathleen Pratt as Full Trustees:** Genevieve motioned, and Julie seconded. All voted yes, and the motion passed.

Karen introduced the **Officer Elections by Ballot:**

- President – Heidi Gillis
- Vice President – Jessica Boyer
- Secretary – Kara Boehne-Miele
- Treasurer – Rita Rice

Karen also asked for any other nominations from the vote. There were none. The ballots were counted, the members on Zoom voted and it was unanimous. Genevieve motioned to accept the results and Anna-Mae seconded. All voted yes, and the motion passed.

Adjournment of Annual Reorganization Meeting: Julie motioned and Genevieve seconded. The meeting adjourned at 7:16 pm.

Call to Order of the April Board of Trustees Meeting: 7:16 pm.

**Approval of Board Minutes – 03.28.24** – Heidi asked for a motion to approve. Kara motioned. Julie seconded the motion. All were in favor and the board minutes were approved.

**York Adams District Update:** John Miller (acting District Consultant) can meet in July. Miranda will check with John to see if he can meet with the board in August.

**Administration/Operations Committee:** Report in packet. Anna-Mae said the East Berlin appraisal will go to the Finance Committee. There are proposed edits to the Employee Handbook. Please read before the next meeting.

**Planning and Development Committee:** Report in packet. Erica reported that more FunFest sponsors are coming forward. She was excited to share that for the Spring Appeal (National Library Give Day) there were 400 donors and we received \$24,000!

**Board Membership and Nominating Committee:** Kara said the focus right now is the Board Reunion planned for June. She received a list of past board members. She would like for everyone to look at the list to determine if you know the email addresses for anyone as a Save The Date will be sent out in mid-May via email.

**Executive Committee:** Report in packet. The **Board Giving Policy** was discussed at length. It was determined that this could affect our ability to recruit board members.

The topic of **Community Members on Board Committees** entailed a lengthy discussion. Miranda will check with our District Consultant and PaLA to see if there is guidance regarding how this should be handled within State law/library code.

**Finance Committee:** Report in packet. Rita said they had a good meeting with Mark.

Jeff reviewed the Balance Sheet and P&L report.

**Gettysburg Building Project Committee:** Report in packet. Mary Sue reported that the Text Amendment meeting is Monday, May 13th at 7 pm. Other than that things are moving along slowly.

**Executive Director's Report: Onboarding:** Much of the past few weeks have been focused on bringing Miranda up to speed on as many of the programs, activities, and plans for ACLS as possible. She is pleased to say that in addition to being very welcoming, the employees have been very helpful in orienting her to the library system. She made site visits to most of the branches and met with library managers there to learn more about the work that they are doing. She intends to finish site visits to remaining branches in the next week or two.

**Peer Comparisons:** Adams County government typically looks at Franklin and Cumberland Counties as peer-counties and Dauphin County as a stretch-county; i.e. a county that we strive to reach toward for what we do and what we accomplish. Included with this report, you will see a comparison of ACLS and libraries in those counties. The numbers presented are from State Reports for 2022 because 2023 numbers for the state are not available yet. These comparisons demonstrate the need that exists in Adams County for its public libraries. It also shows that despite the lowest local government investment per resident for compared counties, Adams County's returns on their investment in both materials use and program attendance are exceptionally high.

**Adams Rescue Mission:** We received notice that ARM will no longer be offering pick-up recycling services after April 30th. We are pursuing a quote from Waste Connections to add a single-stream recycling dumpster at our Gettysburg location. We are also exploring the feasibility of incorporating a plan with Thrift Books or Better World Books into our collection maintenance practices. If achievable without creating undue stress on staff time, this may offer a modest fund stream for the library system.

**Personnel: Open Positions:** We will be opening a search for **Library Assistant – On-call Substitute** positions soon. Our goal is to hire two employees who will serve as on-call substitutes for branch libraries. This will provide a resource to pull from to fill staff shortages caused by unplanned absences and fill a major need to the library system. Except for a minor investment for training, these positions are expected to be budget-neutral because of the nature of their work hours. The overall impact on our operating budget will be nominal and is expected to fall within the current salary line allocation.

**Friends Groups Reports:** Harbaugh~Thomas Foundation: Marge and Josie said the ECI finally arrived!

#### **Old Business:**

**Feasibility Study Update** – David will continue interviews next week.

**Strategic Plan Quarter 1 2024 Action Items Reporting** – Heidi reviewed and remarked that if you did not complete the goal, it could be moved to the next quarter.

**Strategic Plan Quarter 2 2024 For Information** – Heidi discussed the goals.

**Board Reunion Event** – Executive Committee recommends payment for sandwiches from board designated fund (**VOTE REQUIRED**). Julie motioned to accept, and Anna-Mae seconded. All were in favor, and the motion carried. It should be no more than \$7.50 per person from board fund.

**Board review of internet contract with Comcast** – We received discounted internet through eRate. We finished the three-year term. To move into a new term for three or five years, the best quote was from Comcast. The contract has already been signed for five years, but it needed board approval.

This is an After the Fact approval. Anna-Mae motioned to approve, and Kara seconded. All were in favor of the approval.

**2024-2025 Board Committees:** The committee roster is in the board packet. Please review and let Heidi know if you have any questions.

**Google Drive Minute:** Kara said she will look at some settings in the Board Drive. She will show us some tips on the Board Drive.

#### **New Business:**

AD/OP Committee: **Motion to accept updated Library Behavior Policy. (For review)**

AD/OP Committee: **Motion to accept Employee Handbook changes. (For review)**

Executive Committee: **Motion to accept updated Code of Conduct. (For review)**

Heidi asked everyone to review so they can be voted on next month.

**Board Giving Policy:** After discussion it was determined there will not be a minimum amount.

**Community Members on Committees:** After discussion it was determined that no community members should be on the Executive Committee. A community member could be on a committee (at the discretion of the committee chair) to advise but not to vote. Perhaps an AD/HOC Committee could be formed for this.

Miranda will check with our District Consultant and PaLA to see if there is guidance regarding how this should be handled within State law/library code.

**July Board Meeting:** Heidi reminded everyone that the July board meeting is optional if there is business to be conducted.

**Mission Moment:** Nancy Lilley visited the Littlestown Library and was really pleased with what she saw.

Heidi shared that she received an email where an educator appreciates our genealogy resource links. The educator stated it's been a help to her while she's been running a fun beginner's historic research and genealogy class over the last few months. She said Thanks so much for sharing with us!

**Public Comment Period:** Kara described a current censorship issue in her school district, and encouraged all present to be aware of what's happening in their home school districts with related topics.

**Adjournment:** Heidi asked for a motion to adjourn. Anna-Mae motioned and Julie seconded. All were in favor and the meeting was adjourned at 8:08 pm.

Recorded by:  
Wanda Reigle

The next Board Meeting will be May 23, 2024 at 7 pm at the Gettysburg Library.