

Adams County Library System
Board of Trustees
May 23, 2019
Gettysburg Library

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

Associate Trustees: Don Marritz, Rita Rice

Also present: Laura Goss, Dawn Smith, Jeff Cann, Jim Gardner, Marge Keller, Angie Paraino

Call to order

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

Approval of Board Minutes: 4.25.19 – Dorothy asked for approval of the board minutes. Karen motioned to approve, and Genevieve seconded the motion. All were in favor, and the minutes were approved.

AD/OP Committee: John asked what the most urgent needs of the library are. He was aware of the HVAC. Added to the urgency was the bathroom plumbing. Don asked if that's why the library is closed during big events. Our plumbing system cannot handle the extra flushes.

Genevieve noted on the AD/OP notes that the front doors can now be opened. She asked whether they will be opened all the time. The front doors will be opened for special events only.

Board Membership & Nominating Committee: Karen said the Board Membership/Nominating Committee met on May 20th. The next meeting is scheduled for July 22nd at 11:30. Further discussion will be held at that time regarding nominations to the Board for Associate Trustee positions.

Executive Committee: Dorothy reported the committee met twice in May. The first meeting (May 8th) was to meet with newly appointed Executive Director Laura Goss to discuss next steps and longer-term goals, establish priorities for meeting and completing these initiatives, and to determine and agree upon compensation. The committee determined in the short term Laura needs to review job descriptions of administrative staff, most importantly that of assistant executive director, before filling that position. Goals to achieve for the remainder of 2019 are: 1) completing the budget process, 2) reviewing employee policies, salaries and benefits, and 3) time permitting, updating the library website.

The executive committee members, plus finance director Jeff Cann, will form the ad hoc committee charged with reviewing employee matters. The committee will start meeting regularly in early June, with a goal of providing recommendations for the full board's consideration by the end of 2019.

Finance Committee: John said the district consultant, John Miller, visited and explained in greater detail State Aid. The bottom line is we are to be spending 12% on collections. John noted there were gains made to investments.

Artwork: Karen is hoping to schedule an appraisal on the library-held artwork in a week or two.

The auditors will be at the July Board Meeting.

Balance Sheet and Profit & Loss: Jeff remarked that he and Laura met today regarding the budget. Jeff commented the Library regained investment losses shown at end of 2018.

Planning & Development: For those who are not on the P&D Committee, Genevieve shared what the agenda looked like which is helpful to keep the meeting on track as well as to keep track (and measure completeness) of tasks owned by committee members.

She also suggested that if anyone knows of any person or organization that would like to participate in FunFest, please have them contact Dawn.

Board Portfolios will be discussed at the next P&D meeting, and then will be shared with the full board.

Executive Director's Report: Laura's report is included. She shared that today, May 23rd, was the "go live" day for SPARK. There were a few hiccups, but nothing major. Everything seemed to be on track.

At the All Staff Meeting on May 17th featured Laurie Woods from Wellspan and presented the topic of customer service.

Laura requested of the board to let her know what information is wanted in the statistics report.

Friends of the Library: The report is attached, but Jim included that they set up in front of the library for the Antique Show and there were no vendors within two blocks of them, but still raised \$614.00.

There will be an additional 3,500 sq. ft. of usable space at Redding Auction House.

Friends of the Littlestown Library: Report included.

Friends of the New Oxford Library: The Friends are exploring new ways to fundraise and looking for additional members.

Harbaugh~Thomas Library: Report attached.

Trone Memorial Library: Sandy reported at their Annual Meeting at the silent auction they made over \$7,000! Meetings continue with room designers for their basement room.

New Business: Annie Frazee resigned her board position effective May 16th. Rita Rice was nominated to become a full trustee. Karen made a motion, and Jeremy seconded. John closed the nominations. Everyone was in favor, and all said aye. Motioned carried.

Dorothy called for adjournment of the meeting. Jeremy motioned, and Karen seconded. Meeting adjourned at 7:55 pm.

Recorded by:
Wanda Reigle

The next Board Meeting will be Thursday, June 27, 2019 @ Carroll Valley Library @ 7pm.