

Adams County Library System
Board of Trustees Meeting
Thursday, May 23, 2024
Gettysburg Library

Board members present: Heidi Gillis, President (via Zoom); Jessica Boyer, Vice President; Kara Boehne-Miele, Secretary; Rita Rice, Treasurer; Rukhsana Rahman, Anna-Mae Kobbe (via Zoom), Julie Ramsey, Rob Williams, Kathleen Pratt

Associate Trustees: Sue Whaley, Bette Bertram, Lisa Shower, Jill Schumann, Kelly Kampstra, David Kushner

Trustees Emeriti: Karen Arthur, Dorothy Puhl, Ray Schwartz

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

Public attending: Angie Piraino

Excused: Kathleen Heidecker, Mary Sue Cline

Call to Order: 7 pm.

Welcome New Members: Everyone introduced themselves.

Approval of Board Minutes – 4.25.24 – Jessica asked for a motion to approve. Rita motioned. Kara seconded the motion. All were in favor and the board minutes were approved.

York Adams District Update: John Miller (acting District Consultant) will attend the August Board Meeting. He will have web platform training available.

Administration/Operations Committee: Report in packet. Anna-Mae said there is a motion from the committee in New Business for non-monetary staff recognition. To clarify – 4 hours per person.

Planning and Development Committee: No meeting in May. The Spring Appeal Assessment is in the packet.

Board Membership and Nominating Committee: Kara reviewed the plan for the Board Reunion. Will send Sign-Up Genius. We are not planning to have a full board meeting in June.

Executive Committee: Report in packet.

Finance Committee: Report in packet. Jeff gave an in-depth review of the Balance Sheet and Profit and Loss.

Gettysburg Building Project Committee: Report in packet. **Status of Feasibility Study:** The Feasibility Study will be sent to the Building Committee first to review and form any questions before going to the full board.

K&W Update: K&W plans to have a written report ready for the June 17th Planning Commission Meeting.

Executive Director's Report – Report in packet. Included in the report is Miranda's summary of the April All-Staff Meeting, Trustee Orientation, Staff Appreciation Non-Monetary Ideas and Investing in Library Leadership.

The library now has a collection of "Library of Things" that patrons can check out. Blood pressure devices have been added to circulation in ACLS through a WellSpan funded program with the American Heart Association. One device will remain for in-library use at the Gettysburg Library and nine additional devices will circulate from the Gettysburg Library. The devices can be requested through hold to other branches. Additional Library of Things items are planned for circulation later this year and will be housed at the Gettysburg Library.

Also included in the packet is "Around the System" the new Staff Newsletter and the April 2024 report to the Adams County Commissioners.

Friends Groups Reports: Report from the Friends of the Littlestown Library reports they had a very successful book sale in April. They gave away free children and young reader books to the kids. They were thrilled to get them.

They are working on their float for the Good Ole Days Parade on August 15th. At the Good Ole Days on August 17th, they will be giving free children's and young reader books to all the children attending.

October 18th they will have their soup sale.

Old Business: AD/OP Committee: **Motion to accept updated Library Behavior Policy.** Rob seconded the motion and all voted yes. The motion carried.

AD/OP Committee: **Motion to accept employee Handbook changes.** Rita seconded the motion and all voted yes. The motion carried.

Executive Committee: **Motion to accept updated Code of Conduct.** Kara seconded the motion and all voted yes. The motion carried.

Executive Committee: **Motion to accept updated Board Manual wording regarding community members on committees.** (For review).

Feasibility Study Update – No new remarks.

Strategic Plan Quarter 2 2024 For Information – Update attached with carryovers from previous quarters (For review).

Board Reunion Event: Connect past board members to plans for the Gettysburg Library initiative going forward.

Google Drive Minute: Kara requested that everyone get in the habit to look in the Board Drive for important information. Asking for help is a strength, not a weakness. Several members commented positively about the Board Drive.

Do a link from Drive to emails. It'll take you to the Board Drive.

Erica briefed the new trustees about FunFest.

New Business: AD/OP Committee: **Motion to authorize the executive director to offer up to four hours of personal time for employee recognition with a limit of 40 hours total within the calendar year.** Julie seconded the motion and all voted yes. The motion carried.

Finance Committee: Discussion of East Berlin rental property. Rita reviewed the East Berlin rental property information.

July Board Meeting: There will be a July Board Meeting. We will have a quorum.

Mission Moment: Miranda was telling folks about our new resources at the Chamber event. The next day, two employees from PNC Bank came to the library and asked her to show them the new small business applications from A to Z Databases. They got new library cards!

Public Comment Period: No public comments. No discussion.

Adjournment: Jessica asked for a motion to adjourn. Rita motioned and Julie seconded. All were in favor and the meeting was adjourned at 7:40 pm.

Recorded by:
Wanda Reigle

The next Board Meeting will be July 25, 2024 at 7 pm at the Gettysburg Library.