

Adams County Library System
Board of Trustees Meeting
May 24, 2018
Littlestown Library

Board members present: Dorothy Puhl, President; Tony TenBarge, Vice-President; Karen Arthur, Secretary; John Kiehl, Treasurer; Jeremy Garskof, Mary Sue Cline

Associate Trustee: Ray Schwartz

Also present: Jim Gardner, Marge Keller, Josie Pelc, Angie Piraino, Laura Goss, Beth Cool, Dawn Smith

Excused: Annie Frazee, Genevieve Felty, Karla Trout, Don Marritz & Richard Gawthrop

Call to order

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

Consent Agenda Items: Dorothy asked for a motion to accept the Consent Agenda Items. John motioned and Karen seconded, with all approving. Consent Agenda Items approved.

Friends of the Library: Jim Gardner – May report included. Jim made the comment that the sidewalk book sale at the Gettysburg Antique Market on Saturday was a total washout. They did not even set up because of the rain.

Friends of the Littlestown Library: No May report included.

Friends of the New Oxford Library: No May report included. Angie Piraino will be representing the New Oxford Friends at the Board Meetings. Introductions were made and she was warmly welcomed.

Harbaugh~Thomas Library: May report included.

Trone Memorial Library: No May report included, and Richard was excused.

Financial Report: John commented the P&L is pretty ordinary. No one had any questions.

Old Business: Harwood Update: Genevieve was excused from the meeting, as she was attending the Harwood Institute.

Board Manual Draft: Dorothy reviewed what has been edited in the draft of the Board Manual. She requested that everyone take a close look at it. She is hoping to have the Board Manual approved by the Board at the June meeting.

New Business: Trustees Code of Ethics: Dorothy said the Code of Ethics was geared more toward library staff. It was updated to manifest the continued ethical and professional standards expected of an ACLS Board Trustee. Dorothy called for the adoption of the Code of Ethics, and Mary Sue seconded. Code of Ethics adopted. There was discussion regarding changing the name from Code of Ethics to Code of Conduct. John made an amended motion to change the name and Tony seconded. All were in agreement. The name is changed to Code of Conduct. The title will be changed and it will be ready for signature at June's committee meetings.

Application and Interview Question: A motion by the P&D Committee was brought forward.

Trustees Expectations and Guidelines: a discussion ensued regarding the 4th bullet point, where Karen suggested it should read: **Must be able to obtain**..... Tony explained the wording: **Must be able to qualify**.....was adopted by the P&D Committee because the word "obtain" made it sound like the prospective Board member would have to pay for the clearances. After discussion, everyone was in agreement that **Must be able to qualify is ok**.

Trustees Application: OK as written. **Interview Questions** were discussed: Dawn explained that the P&D committee had planned to create an informative “packet” to be sent to prospective Board candidates. The “packet” would include the application, guidelines, and an information sheet of helpful information that included the board meeting schedule, committee descriptions, a timeline for completing the app, and contact information. Since the committee didn’t get to create this informative document before the Board Membership/Nominating Committee, chaired by Karen Arthur, was formed, Dawn offered clerical assistance regarding the packet. After further discussion it was decided that these tools did not need Board approval. Tony TenBarge, Chair of P&D, withdrew his motion.

Dorothy asked if the Board feels comfortable with giving latitude to the Board Membership/Nominating Committee to send packets and initially interview prospects via phone, with the results being shared with the Executive/Finance Committee. Everyone was in agreement.

Dorothy reminded the Board that it is not the responsibility of the new Board Membership/Nominating Committee to find prospective members. Dorothy said that recruiting of prospects is every Board member’s responsibility.

Dawn explained the new tool for developing individual donors: **Giving Levels**. Text will be developed around the levels and made into a brochure and workshopped by the P&D committee.

There was a motion from the AD/OP Committee to calendar a July Board meeting. After a brief discussion, it was unanimous to calendar a **Board Meeting for July 2019**. Motion carried.

Dorothy had the Board members who were present sign the Conflict of Interest Statement.

The Board then went into Executive Session to discuss a legal matter.

Dorothy adjourned the meeting at 8:17 pm.

The next Board Meeting will be Thursday, June 28, 2018 at 7 pm at New Oxford Library.

Recorded by:
Wanda Reigle