

Adams County Library System  
Board of Trustees Meeting via Zoom  
May 24, 2021

Board members present: Dorothy Puhl, President; Heidi Gillis, Vice-President; Karen Arthur, Secretary; Rita Rice, Treasurer; Mary Sue Cline, Genevieve Felty, Ray Schwartz, Kara Boehne-Miele

Associate Trustee: Matt Lowenthal

Also present: Laura Goss, Brandt Ensor, Jeff Cann, Dawn Smith, Sharon Graff and Marge Keller

Excused: Rukhsana Rahman and John Kiehl

**Call to order:**

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

**Approval of Board Minutes: 4.22.2021** – Dorothy asked for approval of the board minutes. Karen motioned to approve, and Mary Sue seconded the motion. All were in favor, and the minutes were approved.

**Election of Board Trustees:** Received recommendation from the Membership/Nominating Committee to elect Rukhsana Rahman to her first 3-year term as Board Trustee. Ray seconded the motion. A vote was taken and all were in favor. The motion passed.

Received recommendation from the Membership/Nominating Committee to appoint Matt Lowenthal to Associate Trustee. Genevieve seconded the motion. A vote was taken and all were in favor. The motion passed.

**Executive Committee Report:** Report in packet. Email from Commonwealth Libraries: Dorothy discussed the survey request and training opportunities available. She also reviewed the ACLS Board Committees and the importance of completing Board Clearances and signing Board Agreements/Statements.

Dorothy requested any material intended to be included in the board packet be sent to Wanda the Monday before the board meeting. This is to allow for a more rapid distribution of the board packet to the board.

**AD/OP:** Report in packet. Mary Sue said there is one property being discussed, but other than that property locations within the borough aren't looking too good.

Rita suggested we can include several items for sale in the Summer Book Sale.

**Board Membership and Nominating Committee:** Report in packet.

**Finance Committee:** Report in packet. Jeff discussed the Balance Sheet and P&L statement for April 2021. Jeff reported that cyber insurance has been on his radar for some time and has been discussed in the Finance Committee.

What is the threat?

- Loss of business continuity.
- If the library was compromised and could not use their system – what impact would that have?
- Google Drive is the majority of staff's server.

Jeff reported that the premium is \$1,922 with a \$1,000 deductible.

Rita made a motion to purchase cyber insurance from Cowbell. Karen seconded the motion. There was no discussion as all were in agreement. Motion passed.

**Planning & Development:** Report in packet. Dawn was excited to share that there are 37 members in the Trone's Friends Group! They raised \$6,000 already!

Dawn reminded the board to love on your portfolio people.

Genevieve said there is a Target app where you get to vote for a local non-profit. There are four non-profits in York County, but none in Adams County. Dawn will research this.

**Gettysburg Building Project Committee:** Report in packet. Mary Sue briefly reviewed the Building Project previously in the AD/OP notes.

**Executive Director's Report:** Report in packet. Laura reported there were several resignations received; the Marketing Assistant position and the New Oxford Branch Manager position as well as the New Oxford Branch Assistant position. We are advertising for all three positions.

Laura said over 10 applications have been received for the Computer Systems Manager position. She gave 7 of the applications to Tom to review and research.

Richard Thrasher (ACLS attorney) is working on a lease agreement with the Borough of Littlestown. It will be similar to the agreements we have with the Harbaugh~Thomas Foundation, the New Oxford Borough and the Carroll Valley Borough, which outline responsibilities of each party. The draft has been completed, so the next step is for Mr. Thrasher to take this to the Littlestown Borough Solicitor.

Beginning June 1, 2021 there will be new hours for the Littlestown Branch Library – the branch will now be open to the public on Mondays as are all other branches. The evenings open will also be adjusted. The Borough is using the Community Room for Council use one evening per week. It can cause congestion in the parking lot and some disruption to the library staff and users, so to make it easier on everyone, the library will be open on Monday and Wednesday evenings rather than Tuesday and Thursday. Friday and Saturday hours remain unchanged.

Current hours:	New hours beginning June 1st:
	Monday 2pm-8pm
Tuesday 2pm-8pm	Tuesday 12pm-6pm
Wednesday 12pm-6pm	Wednesday 2pm-8pm
Thursday 2pm-8pm	Thursday 12pm-6pm
Friday 12pm-6pm	Friday 12pm-6pm
Saturday 10am-4pm	Saturday 10am-4pm

**Friends of the Library Update:** Sharon Graff reported they made \$772 in donations selling books at the Gettysburg Antique Market. Please remember the Annual Book Sale July 28-31. There are 17 pallets of books stored and ready to be sold!

We are not accepting any book donations in July.

**Friends of the Littlestown Library:** Littlestown Friends will have a booth at the Gettysburg Farmers Market on June 12. July 9 & 10 is their Annual Book Sale at Bethel Assembly of God Church, 1125 Frederick Street. July 24 at 5:30pm they will have a Murder Mystery Play and Dinner. Tickets are \$45 each.

**Friends of the New Oxford Library:** Dawn reported they are coordinating Food Truck and water/Coca-Cola/popsicle sales for the ACLS Summer Book Sale at Redding Auction Services.

**Friends of the Trone Library:** Dawn reported they have 37 members so far. PCBL status is pending until mid-June. Their webpage and Facebook account is active.

**Harbaugh~Thomas Foundation:** Dawn reported the HT Foundation Board is interested in forming a Friends Group to support the library, specifically centered on arts and music. They have been looking for someone to lead the group for over a year.

**Old Business:** None.

**New Business:** Motion from Finance Committee: **Place \$25,000 donation from Harbaugh Thomas Foundation, designated to be held in reserve for the purchase, repair or replacement of physical items, capital or expensed, owned by Adams County Library System for use at the Harbaugh~Thomas Library, in a money market account at ACNB Bank.** Mary Sue seconded the motion. A vote was taken and all were in agreement. The motion passed.

Motion from Finance Committee: **Create a board restricted fund, to be managed as a balance sheet line item, for donations honoring board members, from which the board will approve expenditures on at least an annual basis.** Karen seconded the motion. A vote was taken and all were in agreement. The motion passed.

Motion from Finance Committee: **Approve a Corporate Deposit Resolution, which names the following as authorized signers for the payment of funds and the transaction of any and all business in accounts held by Adams County Library System at any and all financial institutions: Dorothy K. Puhl, Heidi Gillis, Rita Rice, Laura Goss, and Brandt Ensor.** Mary Sue seconded the motion. This change is precipitated by the change in officers. Heidi Gillis is Vice-President and Rita Rice is the Treasurer as of the April 22, 2021 organizational board meeting. A vote was taken and all were in agreement. The motion passed.

**Correspondence:** Letter received from county commissioners recognizing the appointment of Heidi Gillis and Kara Boehne-Miele to their first three-year term and Genevieve Felty and Ray Schwartz to their second three-year term.

**Mission Moment:** Mary Sue shared that a man who is a lifelong resident and had never been in the library before asked if we send faxes. He was instructed to go to the desk. He forgot his mask and went to his car to get it. When he came back in he was treated so nicely and now this person comes into the library more often.

Laura reported they are going to stop quarantining books as of May 28, 2021. They will open the interior book drops. The staff is ok to stop quarantining books.

Laura is hopeful by June 28<sup>th</sup> we won't have to wear masks. She is holding fast to no in-person programming until September.

Brief discussion about board response to meeting in the 3<sup>rd</sup> floor meeting room for next board meeting. Everyone was comfortable with that suggestion.

**Public Comment Period:** No discussion. No public comments.

Dorothy asked for a motion to adjourn. Karen motioned and Ray seconded. All were in favor and the meeting adjourned at 8:07 pm.

Recorded by:  
Wanda Reigle

The next Board Meeting will be Thursday, June 24, 2021 in the 3<sup>rd</sup> floor meeting room - 7pm.