

Adams County Library System
Board of Trustees
Meeting minutes of June 23, 2016

Board members present: Bob Shuey, President; Don Marritz, Vice-President, John Kiehl, Secretary; Bob Holmes, Treasurer; Ray Schwartz, Karen Arthur, Jeremy Garskof, Sandy Abnett, Tony TenBarge, Associate Trustees: Mary Sue Cline, Genevieve Felty
Also present: Karla Trout, Laura Goss, Beth Cool, Dawn Smith, Marge Keller, Marcia Wilson
Excused: Dorothy Puhl; Annie Letendre; Jim Gardner
Absent: Josie Pelc

Call to order

President Bob Shuey called the meeting to order at 7 pm.

Review of Financial Statements: Craig Witmer and Amanda Ruhlman from Smith, Elliott & Kearns (SEK) presented the Financial Statements with Amanda explaining the methodology used to capture and prepare the information. A few questions were asked by board members with Craig answering the questions.

Associate Trustees: Before continuing with the meeting President Bob Shuey introduced two people who consented to be Associate Trustees: Annie Letendre and Mary Sue Cline, and called for a motion to accept. Karen seconded the motion. A vote was taken. All said "aye." None opposed. Motion so moved to accept Annie and Mary Sue as Associate Trustees.

Consent Agenda: Ray called for a motion to accept Consent Agenda, Don seconded. All said "aye." None opposed. Consent Agenda accepted.

Friends of the Library: Report included in Board Packet. Jim wanted to add several items not in his report. He said the Antiques Market was rained out on Saturday, therefore the Friends lost the opportunity to make 400 - 500 dollars. He also reported he expects to sign the contract very soon with the college to hold the Book Sale in July.

Friends of the Littlestown Library: Marcia Wilson, excused. Report distributed in meeting and will be associated with Board Packet filed in book.

Harbaugh~Thomas Library: Marge Keller excused; Josie Pelc absent. Report distributed in meeting and will be associated with Board Packet filed in book.

East Berlin Community Library – Sandy was excited to report the library was the only Adams County non-profit approved in the Rutter's Vote for Dollars program. More information on Rutters.com. Please use your Rutter's card.

PLA announced East Berlin Library was one of 13 winners for best in public library service, innovation and outreach.

The most exciting news is East Berlin's Grand Opening is scheduled for July 24th from 2 to 5 pm with many festivities for the whole family!

The East Berlin Library report will be associated with Board Packet filed in book.

Financial Report: Beth reminded everyone that Smith, Elliott & Kearns (SEK) will be at the June Board Meeting at Harbaugh~Thomas to present their completed audit report. Beth explained the Financial Report and reported we are in good shape at this time of the year.

Don Marritz asked for an explanation of the relationship between the East Berlin Library and the Adams County Library system. He thought it would be a good reference for the new members of the board. Sandy said the East Berlin Library started in 1975. Laura added it was part of the County Coordination Plan. East Berlin is a Federated system which has its own governing board. Having East Berlin (a Federated system member) as part of the ACLS, qualifies ACLS to be a system and for both libraries to benefit from state aid.

Old Business: Executive Director Search: Bob Holmes announced the Director Search is done! Karla Trout, the new Executive Director, will begin on Monday, June 13th. He thanked everyone on the Search Committee for their help.

Bob Shuey, on behalf of the Board, extended a Thank You to Laura Goss for being the Interim Director and for handling it well. Laura said she attributes the “smooth sailing” to the staff. Everyone was very cooperative and did their jobs.

To remind everyone: there will be a “meet and greet” with Karla on Friday, August 5th from 5:30 – 7:30 pm. This is in conjunction with “First Friday” in Gettysburg.

Third Floor Renovations: Laura announced the renovations are almost done! Director’s office is being painted and windows re-caulked and washed. The other spaces are finished.

New Business: AD HOC Committee to review & revise bylaws: Bob Shuey asked for volunteers to be on this committee. Five members accepted this task and they are: Bob Shuey, Don Marritz, Dorothy Puhl, Ray Schwartz and Karen Arthur. The committee will select their chairman. The Board Manual is in electronic form and will be sent to the five members for review and revision.

Committee Evaluation: Bob Shuey re-evaluated the committees to include the newest members of the Board. The **Planning & Development Committee** will consist of: Bob Shuey, Don Marritz, John Kiehl, Ray Schwartz, Tony TenBarge & Annie Letendre. Genevieve Felty will be on this committee if she commits to being on the Board. P&D meets the 3rd Monday of the month at 9 am.

The **Administration & Operations Committee** will consist of: Bob Shuey, Bob Holmes, Ray Schwartz, Karen Arthur, Jeremy Garskof, John Kiehl, Dorothy Puhl & Mary Sue Cline. This committee meets the 3rd Thursday of the month at 9 am. **(This committee meets the 2nd Thursday of the month at 8:30 am.) Board requested correction 6/23/16.**

Board Member Contribution Form: Bob Shuey explained the intent of the form and what is expected from the Board. The goal is to have 100% Board participation. The question was asked if the gift should be directed to Unrestricted Funds or an Endowment. The answer is it is up to the individual’s preferences and whatever has more meaning to you. Bob asked for everyone to please have the form completed by the June 23rd Board Meeting.

Bob Shuey asked if anyone would motion to adjourn. Jeremy motioned and Don seconded. The meeting was adjourned at 8:00 pm.

Respectfully submitted,
Wanda Reigle