

Adams County Library System
Board of Trustees Meeting
May 28, 2020
Zoom Conferencing and YouTube Streaming

Board members present: Dorothy Puhl, President; Jeremy Garskof, Vice-President; Karen Arthur, Secretary; John Kiehl, Treasurer; Mary Sue Cline, Genevieve Felty, Ray Schwartz, Rita Rice, Don Marritz, Heidi Gillis & Richard Gawthrop

Also present: Laura Goss, Brandt Ensor, Dawn Smith, Jeff Cann & Jim Gardner

Call to order:

President Dorothy Puhl called the meeting to order at 7:07 pm.

Approval of Board Minutes: 4.23.20 – Dorothy asked for approval of the board minutes. Jeremy motioned to approve, and Mary Sue seconded the motion. All were in favor, and the minutes were approved.

AD/OP: The AD/OP notes from 5.14.20 were corrected to read:

Building Study: the AD/OP committee received Rich Bowra’s detailed analysis of the recent Gettysburg Library building study. The building at 140 Baltimore Street in Gettysburg is 16,000 square feet. **In the study, Rich determined we would need 27,000 square feet, with 6,000 of the 27,000 square feet for a possible second floor which would be for meeting/programming rooms and library administration.** The sentence bolded is corrected 5.28.20 from the AD/OP committee chair.

Board Membership and Nominating Committee: There was no May meeting. The Chair would like to schedule a meeting in June.

Executive Committee Report: the committee will discuss the Yellow Phase of Library opening. The Building Study will be presented and discussed next month.

Finance Committee: John provided a verbal report. He also provided a **Motion from the Finance Committee to approve the revised budget developed in March 2020.** Jeremy seconded the motion to approve the revised budget and the full board passed the motion.

There was a discussion regarding a \$178,000 discrepancy with the value of the Library’s collection believed to be related to the system migration from TLC to Spark. Jeff will work with the auditors for a solution and the assurance that data will be extracted quarterly to track the change in data and watch for anomalies.

Jeff also reported on the Balance Sheet and Profit and Loss Budget Performance Reports.

Jeff also explained the Revised Budget is not meant as a formalized budget but a working tool. ACCF needs to see the Revised Budget.

The county has not indicated any reduction of funds to the library.

Planning & Development: Genevieve reported that the library sold 50 tickets for the Jamie Ford presentation. We would like to sell 100.

Dawn completed a grant application for \$12,000 to the ACCF for costs related to the COVID-19 crisis. She received word that the library was awarded \$6,300, and the money should go toward our digital library, rather than additional COVID-19 supplies.

We received approximately 10 donations in response to the e-newsletter fundraising campaign for the Digital Library. Our circulation for eBooks and e-Audiobooks has increased 220% since the pandemic.

Executive Director's Report: Laura reported on the newly formed COVID-19 Policy and explained following the guidelines of OCL and the state. The Yellow Phase is broken into three stages for libraries:

Stage 1 – Preparing the staff, collections, and facility for return to service.

Stage 2 – Limited public services restored – we are calling it “Library To Go.” The patrons will be asked to come into vestibule to pick up books.

Stage 3 – Library building opens for in-person service with precautionary measures in place.

Returned books need to be quarantined for 5 days. Browsing may have to wait for a while.

We are working to coordinate fewer programs that are promoted and broadcast more widely to allow staff time for take-away service.

Friends of the Library: Report in board packet. Jim reported there will be a donation to the library of at least \$15,000 and if they are able to have the book sale, it may be as much as \$30,000.

The Gettysburg Antiques Show is scheduled to be held June 13th, Redding Auction is having their first auction this weekend since the shutdown. Jim reported that Redding's is very supportive of the Friends.

When the Book Store is able to re-open it may be different hours. The Friends are working to see if they can get some kind of income.

Friends of the Littlestown Library: No report in board packet.

Friends of the New Oxford Library: No report in board packet.

Harbaugh~Thomas Library: No report in board packet.

Jean Barnett Trone Memorial Library: Report in board packet. Richard reported that their lower level renovation is complete and they received a Keystone Grant of \$108,000. Total cost of renovation is \$220,000.

Director Randi Hartman was awarded a Master's in Library Science and she's in the process of registering with the state.

They are 1 of 15 libraries selected for the 2020 Virtual Summer Academy: Afterschool Makerspace and Engineering Project.

They are conducting Facebook Auctions daily with two items advertised per day. They are also looking into purchasing an Outreach van.

Old Business: East Berlin Conversion to Branch Library – This is On Hold for now.

Gettysburg Building Study -

- Rich Bowra completed his report and would like to present it to the board.
- Rich may be on the agenda for June's board meeting via Zoom Conferencing or TBD.

**New Business: ACLS Plan for Reopening
OCL Framework Draft Plan for Reopening
Coronavirus Policy**

Employees will have staggered hours and staggered weeks. Stage 2 – June 8th – open book returns to quarantine items. Stage 3 – To Go Service – June 15th. All materials will need to be requested via holds. Will take calls or emails for holds.

There will be limited access for public computers, and for faxing and copying.

Dorothy asked if there were any closing remarks. Don thanked Dorothy and Laura for their leadership through this, and the Friends for keeping things going.

Motion to approve the Framework Plans for Reopening and the Coronavirus Policy: Karen motioned and John seconded the motion. All voted yes and the motion carried.

Correspondence: Letter to Adams County Commissioners

Discussion Point/Public Comment Period: No discussion. No public comments.

Dorothy called for adjournment of the meeting. Jeremy motioned, and Mary Sue seconded. Meeting adjourned at 8:00 pm.

Recorded by:
Wanda Reigle

The next Board Meeting will be Thursday, June 25, 2020, Location TBD - 7pm