

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 for the period ending December 31, 2015. Amanda explained the methodology used to capture and prepare the information. Questions were asked by board members with Craig answering.

**Introductions:** Bob Shuey introduced ACLS Executive Director, Karla Trout. Karla reviewed what she has accomplished in her first nine days with ACLS.

Barbara Buckley, manager of the Harbaugh~Thomas Library in Biglerville, gave a brief overview of the history of that library and all the numerous programs and activities happening there. She reported 170 children registered for the Summer Reading Program, and their goal is to have 200 children! She mentioned the good partnerships the library has cultivated with other businesses in the Biglerville area.

**Associate Trustees:** Bob Shuey introduced Genevieve Felty to the Board as she consented to be an Associate Trustee. A motion to appoint Genevieve as an Associate Trustee was made by Tony TenBarge and Bob Holmes seconded the motion. A vote was taken, where all said "aye." None opposed. Motion so moved to accept Genevieve as Associate Trustee.

**Consent Agenda:** Karen questioned the meeting day and time of the AD/OP Committee. **(Reference Board Meeting Minutes - May 26, 2016.)** It was erroneously recorded as meeting the 3<sup>rd</sup> Thursday of the month at 9 am. It will be correctly recorded as meeting the 2<sup>nd</sup> Thursday at 8:30 am.

**Reference AD/OP Committee Meeting Minutes – June 16, 2016** – Dawn wanted to clarify the answer given to Jeremy who asked if the money would be coming from the Capital Campaign to fund the four projects. To clarify, Dawn said the money primarily would be coming from grants and fundraising, which is part of the Capital Campaign.

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

**Friends of the Library:** Jim Gardner excused from meeting. Written report included in Board Packet.

**Friends of the Littlestown Library:** Marcia Wilson was pleased to report the FOLL funded the entire Summer Reading Program for Littlestown Library.

**Harbaugh~Thomas Library:** Marge Keller present, and report will be associated with Board Packet filed in book.

**East Berlin Community Library** – Sandy was excited to report the East Berlin building project is being published. They received a \$2,900 donation toward Teen Programming from the Adams County Community Foundation.

Sandy reminded everyone that East Berlin's Grand Opening is scheduled for July 24<sup>th</sup> from 2 to 5 pm with many festivities for the whole family! Everyone is invited.

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

**Financial Report:** Beth commented on the Financial Report and reported that overall the library budget is where we are expected to be.

**Old Business: Board Member Contribution Form:** Dawn reiterated that it's not the dollar amount given by board members, but the ability to state the Board participated 100%.

**New Business: Meeting Room Policy (action form):** the first bulleted point has been changed to read, in part: **In case of inclement weather, all delays and closings are announced on WGET (1320 AM radio) and WGAL (TV 8) and online at <http://www.wgal.com/weather/closings>.**

Karen motioned to change the wording and Jeremy seconded. A vote was taken, all said "aye." None opposed. Meeting Room Policy re-wording accepted.

**Employee Definition Revision:** Corrections include misstatement for overtime requirements for salaried employees and restatement of probationary period for salaried employees to align with benefit award. The Benefit Waiting Period will be changed to read: 30 day waiting period for salaried employees and 90 day waiting period for hourly employees. A motion was made and seconded.

The two Action Item Forms will be associated with the Board Packet filed in the Board Book.

Bob Shuey asked for a motion to adjourn. Jeremy motioned and Don seconded. The meeting was adjourned at 8:50 pm.

Respectfully submitted,  
Wanda Reigle