

Adams County Library System
Board of Trustees
June 27, 2019
Carroll Valley Library

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 & Sandy Abnett
Associate Trustee: Don Marritz
Also present: Laura Goss, Dawn Smith, Marge Keller, Josie Pelc

Excused: Jeff Cann & Jim Gardner

Call to order

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

Approval of Board Minutes: 5.23.19 – Dorothy asked for approval of the board minutes. Jeremy motioned to approve, and Genevieve seconded the motion. All were in favor, and the minutes were approved.

AD/OP Committee: John said the Littlestown Library building is now owned by Littlestown Borough, and that a private individual gave the building to the borough. Adams County Library System has no agreement with the borough and expressed the need to enter into an agreement with Littlestown Borough. Laura will schedule a meeting with the Littlestown Borough to discuss the need for an agreement, and John Miller (District Library Representative) will be invited to explain what role the board has, what role the Friends have, etc. He will share with all who attends how much it costs to operate a library.

Rita (from a follow-up discussion from the Search Committee) suggested there should be board participation in staff meetings. The idea was born because of the discovery of employee disengagement under former administration. She suggested it would be a good idea for one board member (and not always the same board member) to attend every All Staff Meeting. There are six meetings per year. This participation would be to listen to employee suggestions, complaints, ideas, etc. It is understood that any message the board member may share would be from the board and not their individual message. The next All Staff Meeting is Friday, August 23, 2019 from 8 am to 9:45 am. AD/OP approved this idea at their June 13, 2019 meeting.

Gettysburg Building: July 22, 2019 is the scheduled roof replacement.

HVAC – Energy Audit: There is a scheduled meeting with Honeywell representatives on July 2nd.

Board Membership & Nominating Committee: An associate trustee position was offered to Duane Kanagy but he declined because he is newly retired and starting a business. The next Board Membership & Nominating Committee meeting is July 22nd at 11:30 am.

Executive Committee: Dorothy shared that the East Berlin Agreement was executed in 2018 excluding ACLS Board discussion, which is a departure from the past. The agreement was basically between Karla and Brandt. The board is now requesting clarification of the agreement.

There is future opportunity to bring East Berlin into the ACLS fold. Sandy will discuss this with her board. Laura and Brandt are to review the pros and cons. It appears both organizations are doing the same duplicate work: payroll; state reports; accounting, etc.

Employee Benefits Review: PTO needs to be put on the back burner for now. More information needs to be researched before moving forward on it. Job classifications and job descriptions need to be worked on and brought up-to-date before anything else.

Finance Committee: John says we are still operating from the 2018 budget. Jeff and Laura are working to complete the 2019 budget. As soon as that budget is approved, they will begin working on the 2020 budget. John sees no red flags to be concerned about.

Trish Leib from PNC Bank presented information at the Finance Committee meeting. The Bookmobile Fund is going to the Outreach Fund. There will be semi-annual reviews with PNC Bank.

Balance Sheet and Profit & Loss: John reviewed the data.

Planning & Development: Donor Portfolios – Why Portfolios? Genevieve and Dawn distributed PowerPoint slides explaining step-by-step Why Portfolios?

Board Portfolios Summary:

- **Relationship Building:** The goal for board portfolios is to equip each board member to share library information with donors who have generously invested their dollars with the ACLS, and most importantly, to listen to their feedback about the ACLS.
- **Stewardship:** You are making connections and building relationships on behalf of the Library. This is stewardship in action, with **NO** obligation to solicit more gifts.
- **Cultivation:** This is also a way for donors to be cultivated by more than one person at the ACLS. Typically, the more contacts a donor has with an organization, the more devoted the donor is to an organization.

Executive Director's Report: Laura reported that the library system received a \$500 grant from the Rotary Club of Gettysburg. The funds are meant to purchase board books for the Welcome to the World bags given to all newborns at the Gettysburg Hospital.

She also shared that The Adams County Chapter of the Pennsylvania Association of School Retirees donated \$150 for programs for preschoolers. The check was presented by Jack Inskip, retired principal of the Fairfield Elementary School. He indicated that this group hopes to continue to make gifts on a regular basis.

She reported that the employee benefits review has begun. A change from accrual of sick and vacation to PTO which would encompass both types of leave was discussed. A review of the current accrual system shows that just 50% of either type of leave is being used, so there will be no change at this time. Laura made the decision to approve vacation leave accrual for employees regularly working 20 – 30 hours per week at half the rate that full time employees earn. This affects 9 employees.

Friends of the Library: Report attached.

Friends of the Littlestown Library: No report received.

Friends of the New Oxford Library: Report attached.

Harbaugh~Thomas Library: Report attached. The new Teen Area needs furniture. The area will be used through the summer and in October will be a Grand Opening.

Trone Memorial Library: Dorothy extended, on behalf of the board, thanks to Sandy for her participation in board meetings.

Sandy reported that the collaboration between the United Way and Sherry Feeser (with the Trone Memorial Library) called Reaching Home is very appreciated and successful. It is a program where mothers and fathers in Adams County Prison are able to read to their children. These readings are being recorded both visually and audio.

Old Business: Financial Best Practices for Nonprofit Public Libraries Workshop: Ray offered to attend this workshop. He reported there were good exercises and opportunity for interaction. The workshop covered fiduciary responsibilities and financial oversight. The workshop also covered PA Public Libraries Accounting, and how to budget for fundraising. Ray learned the board's role in reviewing the Form 990, which has a Conflict of Interest form. There are three pages of very useful references.

New Business: Motion to appoint Heidi Gillis as Associate Trustee: Jeremy made a motion to approve the appointment of Heidi Gillis as an Associate Trustee, pending successful completion of mandated reporter training, as well as obtaining the required clearances. Karen seconded the motion. A vote was taken and all were in favor. The motion carried, and Heidi is a new Associate Trustee.

Correspondence:

Sandy Abnett Letter of Resignation

Letter from Adams County Commissioners recognizing the appointment of Karen to her second three year term as a trustee, and recognizing that Rita is filling the remainder of Annie Frazee's term as a trustee and that term will end in 2020.

Discussion Point: It has not been determined yet who the East Berlin representative will be on the ACLS board.

Dorothy said that there will not be any pressing business for the board at the next meeting, so the board will use that time to have an informal meeting with several staff members. Light food will be provided. The board will hear from library staff and a tour of the building and departments will begin at 7 pm.

Any board member who will be able to attend, please let Wanda know by Monday, July 22nd for food ordering.

Dorothy called for adjournment of the meeting. Jeremy motioned, and Genevieve seconded. Meeting adjourned at 8:25 pm.

Recorded by:
Wanda Reigle

The next Board Meeting will be Thursday, July 25, 2019 @ Gettysburg Library @ 7pm.