

Adams County Library System
Board of Trustees Meeting
July 23, 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 and Richard Gawthrop

Also present: Laura Goss, Brandt Ensor, Dawn Smith, and Jeff Cann

Call to order:

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

Approval of Board Minutes: 6.25.20 – Dorothy asked for approval of the board minutes. Jeremy motioned to approve, and Ray seconded the motion. All were in favor, and the minutes were approved.

AD/OP: Report in packet. John had no additional comments.

Board Membership and Nominating Committee: The committee is contacting two prospects for Associate Trustees. The next committee meeting will be scheduled in September.

Executive Committee Report: Report in packet.

Finance Committee: Jeff reviewed the Balance Sheet and Profit & Loss Reports. He said ACNB is not accepting Forgiveness paperwork right now, but there will be more direction coming.

Jeff reported that the audit went well as evidenced by the Communications Letter. The Management Letter reviewed two issues to be addressed. He also reviewed the Audited Financial Statement. There were no objections when presented to the Board.

Planning & Development: Genevieve and Dawn will take a deep dive with the P&D Committee regarding the SWOT Analysis that the Board members contributed to.

Executive Director's Report: As part of the ACLS Reopening Plan – Laura said beginning August 1st we will offer Browsing for 30 minutes by appointment. She amended the plan by changing the date to August 10th. We would also continue with current services being offered. To recap:

- Capacity dependent upon library size (due to social distancing)
- Masks required for all library services
- Library users contact branch to schedule a 30-minute appointment
- Reduce seating (social distance of 6 feet)
- Use tables for information and display only
- Self-checkout available
- Continue Library to Go
- Continue Computer use by appointment (60 minutes)
- Continue Copy, Print, FAX, Scan services by appointment

A motion was made by John to accept the next step in the Reopening Plan to offer Browsing by Appointment starting August 10, 2020 as presented by Laura. Karen seconded the motion.

There was discussion concerning this. Laura said there will be hand sanitizer at the doors. Because books are still being quarantined, if a patron pulls books off the shelf to browse – they will be asked to not put it back on the shelf. Those books will go into quarantine.

After discussion, the motion was amended **to accept the next step in the Reopening Plan to offer Browsing by Appointment starting Monday, August 3, 2020.**

John motioned to accept and Genevieve seconded the motion. A vote was taken and the motion was accepted by the full board.

Friends of the Library Update: A board meeting was held on Tuesday, July 14, 2020. Pat Thorsen accepted the position of Interim President and will serve until the November Membership Meeting. Jeff Cann was approved to fulfill the Treasurer's duties and plans to recruit new volunteers were begun.

Friends of the Littlestown Library: Donated \$5,000 to the investments from a second cd that had matured. They are planning a "Drive By" book sale for September instead of a big book sale at a local church.

Friends of the New Oxford Library: The Friends are willing to try Zoom for their meetings.

Harbaugh~Thomas Library: No report in board packet.

Jean Barnett Trone Memorial Library: No report in board packet.

Old Business: East Berlin Conversion to Branch Library: There are several changes to be made to the MOU. When changes are finalized, the MOU will be presented.

Gettysburg Building Study – Recommendation from AD/OP Committee: Appoint an ad hoc committee to explore options for moving the Gettysburg Library to a new site. Rita seconded. Discussion ensued.

The ad hoc committee is exploratory. Could the committee be called the Building Research & Development Committee? After discussion, the recommendation was approved by the full board.

New Business: Board Matters:

- ACLS Board Conflict of Interest Statement
- ACLS Board Code of Conduct
- ACLS Confidentiality Agreement
- Clearances

Dorothy reminded the board to sign the first three documents. Only one board member needs to complete their clearances by the end of the year.

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

Dorothy called for adjournment of the meeting. Rita motioned and Karen seconded. Meeting adjourned at 8:15pm.

Recorded by:
Wanda Reigle

The next Board Meeting will be Thursday, August 27, 2020, Location TBD - 7pm