

Adams County Library System
Board of Trustees Meeting
Thursday, August 22, 2024
Gettysburg Library

Board members present: Heidi Gillis, President; Jessica Boyer, Vice President;
Kara Boehne-Miele, Secretary (Zoom); Rita Rice, Treasurer; Rukhsana Rahman (Zoom),
Anna-Mae Kobbe, Kathleen Pratt, Rob Williams

Associate Trustees: Sue Whaley, Lisa Shower, Kathleen Heidecker, Kelly Kampstra,
David Kushner (Zoom)

Trustees Emeriti: Karen Arthur, Dorothy Puhl, Mary Sue Cline & Ray Schwartz

Also present: Miranda Wisor, Executive Director; Brandt Ensor, Assistant Executive Director,
Jeff Cann, Finance Director; Erica Duffy, Development Director

Also Present: Marge Keller & Josie Pelc, Harbaugh~Thomas Foundation; Angie Piraino, Mary Lou Berg,
Sharon Lentzner and Dave Lentzner

Excused: Julie Ramsey, Jill Schumann

Call to Order: 7 pm.

Approval of Board Minutes – 7.25.24 – Heidi asked for a motion to approve. Ray said that Kara did an outstanding job of minute taking. Jessica motioned. Rita seconded the motion. All were in favor and the board minutes were approved.

York Adams District Update: John Miller (acting District Consultant) met with the board and said the district will be renamed the South-Central District. He said there is an avenue for us for fundraising in our county.

We can not solicit any library outside of our service area. We can accept money outside of our service area if freely given.

He admitted the Guthrie Library (Hanover) issues are complicated. The new director/consultant did not consult with York County to determine what the proper procedure was to solicit money. The township has been giving money to them for about a decade.

Training: The number one sin of a non-profit board is micromanagement. The staff determines the hours you are open; the staff determines the programs. Any hand in policies or staff issues is micromanagement.

Your board is self-governing – self-regulating. The board has no say in programming or hours or procedures.

The board's job is to hire an executive director and to determine the strategy the board will implement and fiduciary. A non-profit board's foremost job is fundraising and advocacy for the library system by talking with township officials and borough officials.

Caring about the library system by making the best decisions for the health and sustainability of it. Loyalty to the board's decisions whether you agree with the decisions or not.

How to position the library for sustainability and success? Staff runs the operation and the board supports the staff. Your board is a governing board. The board that governs least governs best.

The board needs an Emergency Messaging Plan (talking points) for preparedness for any questions, fallout, reporters, letters to the editor, etc. Don't talk to reporters as you need to refer them to Heidi.

Staff can assist with large donations and partnerships, proofing things and idea generation. The Board can create an honors committee – a fundraising event, capital planning, a general/ongoing committee for Legacy donors.

What support does ACLS receive from the York County District? Use of District Consultant, delivery, HR, Marketing and Youth Services.

York County Update ended at 7:40 pm.

Administration/Operations Committee: Report in packet. **Internal Display Policy:** Anna-Mae pointed out that it's been included in the policy to supply a library card number as the person must be a library card holder.

Planning and Development Committee: Report in packet, and the report has now been edited. **Gift Acceptance Policy:** Julie has asked for this to be tabled until the next board meeting.

Board Membership and Nominating Committee: Heidi said there was no meeting Monday.

Executive Committee: Report in packet. The **Board Retreat** is scheduled for Saturday, October 26, 2024. More information will be shared in the near future.

Finance Committee: Report in packet. The budget was discussed and Jeff reviewed the Balance Sheet and the Profit & Loss Report.

Gettysburg Building Project Committee: Report in packet. There are three items needed by Gettysburg Borough to further consider our subdivision plans.

Executive Director's Report – Report in packet. **SummerQuest:** Summer Reading was a major success in ACLS. This year, we had 270 adult participants and 1,026 children and teens participated to read 833,602 minutes! We also continue to see significant increases in program attendance throughout the county. Overall program attendance is up 22.56% county wide compared to this time last year. Gettysburg and New Oxford branches have seen the steepest increase at 49.26% and 196.84% respectively.

Miranda said we are continuing to experience growth. Information was provided to Adams County Council of Government about cardholders.

Miranda announced that ACLS will be getting Kanopy, which is a platform like Netflix. Free streaming and free children's content. They have robust marketing material and we put our brand on it and send it out.

As a side discussion, the Seminary has no intention of selling to anyone else. They do require a 1 year notice once things start moving so they can get the other buildings ready.

Friends Groups Reports: Marge commented that there is much work being done at Harbaugh~Thomas. ECI is taking all the parking spaces!

Sharon with Littlestown Friends said their float took second place at the Good Ole Days parade. They gave away free books to children. Their soup sale will be in October. In December the Littlestown Friends may be at Christmas on the Square.

Old Business: AdOp Committee: MOTION TO ACCEPT ACLS Display Policy. (For vote with amendment). Jessica seconded the motion. All agreed and the motion carried.

AdOp Committee: MOTION TO ACCEPT Meeting Room Policy. (For vote). Jessica seconded the motion. All agreed and the motion carried. Miranda wanted to be clear that any existing reservations will not be charged.

Strategic Plan Quarters 2 and 3, 2024 – For Information – Update attached with carryovers from previous quarters (For review) – Heidi would like everyone to review these.

Board Retreat is scheduled for October 26, 2024.

Google Drive Minute:

New Business: P&D Committee: MOTION TO ACCEPT Gift Acceptance Policy (For review). Will be discussed at next month's meeting.

Executive Committee: Motion to clarify in board manual executive session participation (For review.)
This will be reviewed.

Audit Review: Jeff remarked that according to SEK, it was a clean audit. Jeff reviewed information from the audit review.

Committee Membership (in packet for review). Committee Chairs can change meeting dates and times, but please let Heidi and Wanda know so room can be scheduled, Zoom times scheduled, etc.

Mission Moment: Dorothy worked the Friends Book Sale and remarked that a lady from Arkansas has attended for the past 14 years! There were many out-of-towners who attended. They were from Ohio, Pittsburgh, Arkansas.

There were new volunteers who ran and organized the book sale. It was the best run book sale the Friends have had.

Public Comment Period: No public comments. No discussion.

Adjournment: Heidi asked for a motion to adjourn. Jessica motioned and Rita seconded. All were in favor and the meeting was adjourned at 8:34 pm.

Recorded by:
Wanda Reigle

The next Board Meeting will be September 26, 2024 at the Trone Memorial Library in East Berlin.