

Adams County Library System
Board of Trustees Meeting
August 23, 2018
Gettysburg Library

Board members present: Dorothy Puhl, President; Karen Arthur, Secretary; John Kiehl, Treasurer; Jeremy Garskof, Annie Frazee, Mary Sue Cline, Genevieve Felty

Associate Trustee: Ray Schwartz

Also present: Karla Trout, Mary Lou Berg (New Oxford Friends)

Excused: Don Marritz, Richard Gawthrop, Jim Gardner, Marge Keller, Josie Pelc, Marcia Wilson

Call to order

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

Approval of Board Minutes: 6.28.18 - Dorothy asked for a motion to accept the Board Minutes. Karen motioned and Jeremy seconded, with all approving. Board Minutes approved.

Planning & Development: Dawn talked with board members to determine how many tickets have been sold for the Signature Event at the end of September.

Dawn also shared that the P&D Committee is creating a new way to recognize and honor individuals and organizations who exhibit our new mission, purpose, core values and vision. The concept is (not yet confirmed): Six awards will be given, one award to an individual/organization in each of our branch areas; Work or live in Adams County and exhibit at least one characteristic of our mission, vision, purpose or core values.

The purpose of this event is to recognize ACLS sponsors, staff and Giving Level donors; to share ACLS accomplishments and inspire library supporters; and to build and strengthen relationships with library supporters. This event is being planned for April, 2019.

Dorothy said the Bylaws revision is complete and the board manual updated. Based on the revised By-laws a member of the Board who has served two consecutive three year terms shall be eligible to serve as a Trustee Emeritus for up to three years and ineligible for Board membership for five years immediately following such service.

Executive Committee: the committee approved evaluation forms for Karla's evaluation. This will be Karla's first evaluation and the range is September 2017 to August 31, 2018. Dorothy will distribute the forms.

Finance Committee: Mark Bernier from ACNB Bank assisted the Finance Committee with a sample draft of an Investment Policy Statement.

Executive Director's Report: Karla reported that registration for Summer Quest, our annual summer learning program, exceeded last year's number by 40%, with 1,682 participants! Our participating residents read for over **1 million minutes** this summer! Program attendance is up over previous years.

Our new website is seeing astounding increases in use – over 2000% in just the first four months. The BrowseAloud accessibility tool was accessed over 1,500 times in the first 4 months of use. Program attendance across the system has increased, and program attendees indicate that it is because they saw the event on the website. We have had several requests for website training from local non-profits and community groups and will be conducting those trainings through the rest of 2018.

Friends of the Library: Report Included

Friends of the Littlestown Library: Report Included

Friends of the New Oxford Library: Report Included

Harbaugh~Thomas Library: No Report

Trone Memorial Library: Report Included

Old Business: Board Member Clearances: Dorothy announced all the board members have all their clearances. Those clearances are good for five years.

Harwood Update: A community conversation is scheduled, open to the public, on September 18th at 6 pm at Ragged Edge Coffeehouse 2nd Floor. A second public conversation may be scheduled if the number of registrants for this session exceeds the space available.

A conversation with students at HACC's Gettysburg campus will happen at noon on Monday, September 24th.

Our Harwood team will return to State College on September 27-28 for additional training.

New Business: Resolution to change signers on accounts at all financial institutions: Mary Sue made a motion to accept this resolution, and Annie seconded the motion. All were in favor, and the motion carried. Checks in the amount of \$2,500 or more requires two signatures and contracts of more than \$25,000 require Board approval.

Dorothy adjourned the meeting at 8:03 pm.

The next Board Meeting will be Thursday, September 27, 2018 at 7 pm at the Jean Barnett Trone Memorial Library in East Berlin.

Notes by:
Wanda Reigle