

Adams County Library System
Thursday, September 26, 2024
Trone Memorial Library – East Berlin

Board members present: Heidi Gillis, President; Jessica Boyer, Vice President; Kara Boehne-Miele, Secretary; Rita Rice, Treasurer; Julie Ramsey, Kathleen Pratt, Rob Williams,

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

Trustees Emeriti: Dorothy Puhl, Mary Sue Cline & Ray Schwartz (via Zoom)

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

Excused: Anna-Mae Kobbe, Karen Arthur, Marge Keller

Call to Order of the Board of Trustees Meeting: 7:01 pm.

Approval of Board Minutes – 8.22.24 – Heidi asked for a motion to approve. Jessica motioned. Rob seconded the motion. Miranda did have a correction to the minutes. Kanopy is spelled with a “K” and not a “C”. This will be corrected in the minutes. All were in favor and the board minutes were approved.

Administration/Operations Committee: Report in packet. Anna-Mae is excused from the meeting.

Planning and Development Committee: Report in packet. Julie remarked that the committee has been working at least the last two meetings for the Gift Acceptance Policy. Julie noted the move to vote on the policy will wait until next time. Someone had a question about the policy and Julie asked for any additional comments or questions.

Julie gently reminded everyone that there needs to be 100% of board participation going forward.

Erica explained the different ways to donate during the Giving Spree.

Board Membership and Nominating Committee: Report in packet. Kara said the purpose of this meeting was to brainstorm attributes, skills, and demographics that are currently needed on the board and/or for the capital campaign committee.

Executive Committee: Report in packet. Heidi reviewed the committee updates.

Finance Committee: Report in packet. Jeff reviewed the Finance report and the P&L and Balance Sheet.

Gettysburg Building Project Committee: Report in packet. Mary Sue reported that the easements are squared away.

York Adams District Update: Next week they will host a Leadership session virtual training. A new District Consultant has been hired. More information will be forthcoming.

Executive Director’s Report: Report in packet. Destination Gettysburg has offered ACLS a free one-year membership for inclusion in Destination Gettysburg. This will help ACLS with visibility in the community and as a resource to visitors coming to Gettysburg.

Kanopy the new video streaming service launched on September 9th. All staff were notified of the launch and provided with resources to help patrons access and navigate the platform.

The **Library of Things** is going live tomorrow.

Friends Groups Reports: None.

Old Business: P&D Committee: **MOTION TO ACCEPT Gift Acceptance Policy (For vote).** This motion has been tabled until next board meeting.

Executive Committee: **Motion to clarify in board manual executive session participation (For vote).** Mary Sue seconded. All were in favor. The motion so moved.

Strategic Plan – Quarter 2 – reporting.

Strategic Plan – Quarter 3 2024 – for information (for review).

Board Retreat – October 26, 2024 – Agenda will be distributed prior to retreat. Rita will send menu choices.

Google Drive Minute: How to “favorite” something in Drive. Click on the star. Right click on a file or folder and selecting ADD to starred. You can find your Starred items in the starred section on the left side of the menu pane.

New Business: Finance Committee: **Motion to approve \$2,500 in funds from the Board Discretionary Fund to support the ACLS Social Committee’s end of the year seasonal celebration and a small gift for each employee (For vote):** Jessica seconded. All were in favor. The motion so moved.

Finance Committee: **Motion to approve SEK to provide audit services for years ending 2024, 2025 and 2026 based on review of RFP responses from six firms (For vote):** Julie seconded. A discussion ensued. All were in favor and the motion so moved.

AdOp Committee: **Motion to accept Records Retention Policy (for review):** Rob seconded. All approved. Motion passed.

Historical Moment: Lisa was on a mission to find out exactly where President Eisenhower’s office was located in the Gettysburg Library. After research it was determined his office was located where the Executive Director’s office is now, on the third floor of the Gettysburg Library across the hall from the third-floor meeting room.

Mission Moment: Mary Sue shared that a new patron was getting their library card. They were at the circulation desk about a half hour. They went upstairs to get books and spent about a half hour there.

Public Comment Period: No public comments. No discussion.

Adjournment: Heidi adjourned the meeting at 7:43 pm.

Recorded by:
Wanda Reigle

The next Board Meeting will be October 24, 2024 at 7 pm at the Gettysburg Library.