

Adams County Library System  
Board of Trustees Meeting  
Thursday, January 25, 2024  
Gettysburg

Board members present: Heidi Gillis, President; Jessica Boyer, Vice President; Kara Boehne-Miele, Secretary; Ray Schwartz, Rukhsana Rahman, Anna-Mae Kobbe, Julie Ramsey

Associate Trustees: Sue Whaley, Rob Williams, Lisa Shower, Kathleen Pratt

Trustees Emeriti: John Kiehl, Karen Arthur, Dorothy Puhl and Mary Sue Cline

Also present: Laura Goss, Executive Director; Brandt Ensor, Assistant Director; Jeff Cann, Finance Director; Erica Duffy, Development Director; Sharon & Dave Lentzner, Littlestown Friends

Excused: Rita Rice, Genevieve Felty, Bettie Bertram, Marge Keller & Josie Pelc, Harbaugh~Thomas Foundation

**Call to order:** Heidi called the meeting to order at 7:00 pm.

**York Adams District Update:** A representative will be the speaker (and trainer) at the Friends Luncheon on February 29, 2024.

**Approval of Board Minutes – 12.7.23** – Heidi asked for a motion to approve, and Jessica motioned. There was discussion about the minutes. Ray seconded the motion and all were in favor and the **amended** board minutes were approved.

**Administration/Operations Committee:** Report in packet. Anna-Mae said the Gettysburg chimney will be inspected. She said board members will visit branches April 7 to the 13th.

**Planning and Development Committee:** Report in packet. National Library Giving Day (NLGD) Fundraiser is April 3rd. Fundraiser will focus dollars for Early Readers and materials. The goal is \$7,500. The Spring Appeal will be for Early Literacy.

Please pick up your share of Valentine's cards on your way out the door.

Erica mentioned she was still making phone calls to donors of the Giving Spree. Kathleen offered to help make the phone calls to free up Erica's time so she can be out in the community. Heidi offered to help make calls also.

**Board Membership and Nominating Committee:** Met on January 15th. Discussed who was going off the board. Kara said they would like to have a Board Social, inviting past board members. In lieu of the June Board Meeting, the Social would be June 27th at the Seminary in the Amphitheater. A list is being compiled now of past board members.

During the February board meeting, Kara will instruct everyone on the conversion to Google Drive.

**Executive Committee:** Heidi said that Kara volunteered to make cookies as a National Library Week cookie giveaway for staff. Kara has a talent for making beautiful cookies that taste good, too.

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

**Gettysburg Building Project Committee:** Report in packet. Heidi, Sue and Dorothy met with the Seminary regarding an amendment to the sales agreement being extended to December 31, 2024. Heidi said if we want them out in 2025, we need to let them know by December 31st.

The Pennsylvania Historical Commission proposed Phase 1 Archaeological Study which may go to Phase 2 or 3. Of note is they are asking pointed questions about the current library building, which will need to be addressed.

**Executive Director's Report** – Heidi signed Laura's final Hoffman Grant. We did get a \$10,000 grant from the Margaret Trew Cline Foundation. Laura said she uploaded the staff responsibilities for the Strategic Plan to the Board Drive.

Laura thanked the Board for acting quickly to interview and hire an Executive Director for continuity. The Board presented Laura with a gift card and a certificate for naming rights at the \$5,000 level.

**Friends Groups Reports: Friends of the Library:** Susan Nunamacher reported that six individuals want to be on the Friends board. This is a result of Cathy Dischner's plea for people to help save the Friends organization.

**Littlestown Library Friends:** Sharon Lentzner said they are having a Soup Sale on the 21st and 22nd of February featuring Chicken Corn and Vegetable Beef Soup.

**Trone Friends:** Erica was overjoyed to share that the Trone Friends are now fully boarded.

**Old Business:** Withdrawal of Executive Committee MOTION TO APPROVE proposed changes of the Bylaws regarding Trustees Emeriti. Heidi said the committee is withdrawing the motion because there are too many other things going on right now.

**Feasibility Study Update:** Interviews with external and internal people will happen in February. We are still waiting for the Bubble Drawing.

**Strategic Plan Quarter 4 2023 Action Items Final Reports** – Heidi reviewed the report.

**Consent Agenda:** This will be considered at a later date if it's necessary.

**New Business:** February Google Drive Training: Kara will lead the instruction to Google Drive during the February Board Meeting. She requested everyone bring their device of their choosing so they will be comfortable with the instruction.

**Strategic Plan Quarter 1 2024 Action Items** (for review): Heidi asked everyone to make sure you are working on your goals. It's noted that in the Strategic Plan review, the responsibility for talking points were moved from the marketing assistant to the building committee. (Action 4.2.2)

**Mission Moment:** Erica said that Robyn, the Youth Services Librarian, made the comment in a supervisor's meeting that it is not only the children who read the Storywalk, it's also the adults. There are adults who walk the path and read the Storywalk, too.

**Public Comment Period:** No public comments. No discussion.

**Adjournment:** Heidi asked for a motion to adjourn. Mary Sue motioned and Julie seconded. All were in favor and the board meeting was adjourned at 7:45 pm.

Recorded by:  
Wanda Reigle

The board went into Executive Session at 7:46 pm. The board came out of Executive Session at 8:26 pm. A motion was made by Julie Ramsey and seconded by Jessica Boyer to adjourn the meeting. The motion was approved and the meeting was adjourned at 8:26 pm.

The next Board Meeting will be February 22, 2024 at 7 pm at the Gettysburg Library.

**ADAMS COUNTY LIBRARY SYSTEM**  
**Board of Trustees Special Meeting**  
**To Discuss the Selection of New Library Director to Fill the Vacancy**  
**Caused by the Upcoming Retirement of Current Director**  
**January 17, 2024**  
**Gettysburg Library**

Board members present: Heidi Gillis, President; Jessica Boyer, Vice President; Kara Boehne-Miele, Secretary; Rita Rice, Treasurer; Ray Schwartz, Rukhsana Rahman, Anna-Mae Kobbe, Julie Ramsey  
Associate Trustees: Sue Whaley, Lisa Shower, Kathleen Pratt  
Trustees Emeriti: John Kiehl, Karen Arthur, Dorothy Puhl and Mary Sue Cline

**1. Call to Order of the Board of Trustees Meeting**

The meeting was called to order by Heidi Gillis at 7:02pm and immediately went into executive session to discuss personnel matters.

**2. Executive Session for Personnel Matters**

The board went into executive session to discuss the hiring of a new Executive Director and the appointment of an Interim Executive Director. A discussion also took place regarding a gift of appreciation for the current Executive Director. The executive session ended at 8:34pm.

**3. Adjournment**

The meeting was adjourned at 8:34pm.