

Adams County Library System
Board of Trustees Meeting
Thursday, January 26, 2023
Gettysburg Library

Board members present: Dorothy Puhl, President; Heidi Gillis, Vice-President; Kara Boehne-Miele; Rita Rice, Treasurer; Genevieve Felty, Ray Schwartz, Mary Sue Cline, Anna-Mae Kobbe

Associate Trustees: Sheila Fleischer, Julie Ramsey, Sue Whaley

Trustee Emeriti: John Kiehl & Karen Arthur

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

Sharon Lentzner, President of Littlestown Friends; Dave Lentzner, Josie Pelc, Harbaugh~Thomas Foundation

Excused: Rukhsana Rahman, Marge Keller

Three college students studying for their MLS degree observed the meeting.

Call to order: 7:00 pm.

Approval of Board Minutes – 12.1.22 – Heidi motioned to approve, and Genevieve seconded. All agreed and the minutes were approved.

Executive Committee: Report in packet. Dorothy reminded everyone of the Strategic Planning Day on March 18th. Brad and Linda Gottfried explained their methodology for working with non-profits to develop a strategic plan. They also reviewed how they will work with us at the board retreat on March 18th to develop a strategic plan for ACLS, as well as what information they need from the participants prior to the retreat. Further, they discussed their part in completing the plan and the importance of implementing it.

Dorothy also announced the week of April 23rd to April 29th (National Library Week) members of the board will go to the branches to visit with and talk to the staff at that branch. Maybe the board will bring them lunch or give gift cards to show the staff their appreciation for them working at ACLS and all they do. Plans are underway now.

Administration/Operations Committee: Report in packet.

Planning and Development Committee: Report in packet. Erica reported the January Friends Mixer went well. The Friends Groups interacted and mixed well with each other and shared ideas.

February Fundraiser – February 1st is World Read Aloud Day and we would like to celebrate that day and throughout the month of February. Our branches will host a special read aloud program for adults and families in February. The read aloud programs will be marketed in eNews, FB, the website and Gettysburg Connections as soon as approved by the committee.

Board Membership and Nominating Committee: Kara said that up for approval for Associate Trustee this month is Robert Williams with the Seminary Ridge Museum. We started a spreadsheet to help maintain a running list of possible contacts. We do have several people expressing interest in being on the board with possible approval in the next months.

Finance Committee: Report in packet. Jeff reviewed the Profit and Loss Report and the Balance Sheet. He noted the audit is scheduled for April 17th. Mark Bernier, ACNB Bank, will be here in March to talk about investments. Jeff reported we are in a good cash position and declared it's been a good year.

Gettysburg Building Project Committee: Report in packet.

Executive Director's Report – Report in packet. **Personnel:** One position is open: Full-time Branch Manager, New Oxford. We received 6 applications. We will be scheduling interviews within the next week.

Building Issues: East Berlin: The new elevator inspector has found issues with the sump pump pipe in the elevator mechanical room. There has been a discharge pipe in the room there for as long as the library has been there. We're awaiting his report.

Friends Groups Reports: Sharon Lentzner, Littlestown Friends shared that their Friends donated \$6,500 to the Littlestown Endowment. She also shared they will be selling soup on February 24th with the choices being Chicken Corn Soup and Vegetable Beef Soup. Last year they sold 438 quarts of soup! On March 25th they have a painting party planned. More information on this will be forthcoming.

Josie Pelc, Harbaugh~Thomas Foundation shared that at the last storytime, Wednesday at 10 am, 22 children and 15 adults attended! She said storytimes are just the best and well attended.

Old Business: None.

New Business: Motion from Membership and Nominating Committee: **Approve Robert Williams as an associate trustee.** Genevieve seconded the motion. Kara gave a short biography on Robert. A vote was taken and everyone voted yes. Motion so moved.

Motion from the Finance Committee: **Move the current amount of unrestricted investment assets at PNC to a money market account with PNC Investments.** Ray seconded the motion. There was a short discussion. A vote was taken and everyone voted yes. Motion so moved.

Mission Moment: Laura shared that Nancy Kramer remarked how wonderful Bob Brown is because he helped her with her Smartphone.

Public Comment Period: No public comments. No discussion.

Adjournment: Dorothy adjourned the formal meeting at 7:55 pm.

Recorded by:
Wanda Reigle

The next Board Meeting will be February 23, 2023 at 7 pm at the Gettysburg Library.

The board went into Executive Session at 8 pm to discuss real estate matters. Dorothy asked for a motion to adjourn Executive Session at 8:15 pm. Genevieve motioned and Heidi seconded the motion. All voted yes. The regular meeting was back in session at 8:15 pm.

Motion from the Building Committee: **Approve the execution of a commercial real estate contract.** Kara seconded the motion. A vote was taken and it was unanimous all voted yes. Motion so moved.

Sue Whaley **Motioned to improve K&W Contract as amended.** Dorothy seconded the motion. A vote was taken and it was unanimous all voted yes. Motion so moved.

Dorothy asked for a motion to adjourn the regular meeting. Genevieve motioned and Heidi seconded. Meeting adjourned 8:30 pm.