

Adams County Library System
Board of Trustees Meeting
January 28, 2021
Zoom Conferencing and YouTube Streaming

Board members present: Dorothy Puhl, President; Mary Sue Cline, Vice-President; Karen Arthur, Secretary; John Kiehl, Treasurer; Ray Schwartz, Genevieve Felty, Rita Rice, Heidi Gillis, Kara Boehne-Miele, Don Marritz and Rukhsana Rahman

Also present: Laura Goss, Brandt Ensor, Dawn Smith, Jeff Cann and Sharon Graff

Call to order:

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

Approval of Board Minutes: 12.3.2020 – Dorothy asked for approval of the board minutes. Mary Sue motioned to approve, and Heidi seconded the motion. All were in favor, and the minutes were approved.

Executive Committee Report: Report in packet.

AD/OP: Report in packet. John had no other comments.

Board Membership and Nominating Committee: Karen read the Motion/Recommendation from the committee: **Remove language from Article VI, Section 1 of ACLS Bylaws referring to representation from the Jean Barnett Trone Memorial Library: A board of at least nine (9) Trustees, one of whom will represent Jean Barnett Trone Memorial Library of East Berlin, but not more than a number which is in accordance with all applicable state and federal library laws.....**

This motion was made at one meeting and will be voted on at the next meeting.

Motion: Approve Kara Boehne-Miele as trustee for Adams County Library System to replace the seat vacated by the resignation of Richard Gawthrop.

This motion came from the committee and was seconded by Rita. All were in favor. The motion passed.

Karen congratulated Kara and welcomed Rukhsana as an Associate Trustee.

Finance Committee: Report in packet.

Jeff reviewed the Balance Sheet and Profit & Loss Reports. Jeff will update the investments when all statements are available to him. Jeff will also be merging the East Berlin Balance Sheet into the ACLS Balance Sheet. He also shared the library has merchandise for sale and we are in the black with this. Sales are off to a good start.

Planning & Development: Genevieve gave a shout out to Heidi, Ray, Dorothy and Dawn for sending cards. If you are not comfortable writing a card perhaps you could email them. There are cards available to send to your portfolio contacts. Genevieve has language and will share.

Genevieve said on February 11th portfolios will come to you. Also, if you know anyone in the East Berlin area, maybe they would be willing to be on the East Berlin Friends.

For the \$20.21 campaign, we made \$621.63. Dorothy gave a shout out to Dawn for exceeding her stretch goal for 2020!

Gettysburg Building Project Committee: Report in packet.

Mary Sue said the committee narrowed the list of architects down to nine firms. We continue to look for land and if anyone has any leads or suggestions, please let her know. It will be researched and evaluated.

Executive Director's Report: Laura pointed out that there needs to be a **Personnel Manual Revision** – During the consolidation process, it was noticed that Section 12.1 Retirement Plan needs to be corrected. By law, the plan cannot be restricted to “Employees regularly scheduled to work 30 hours or more per week”. A 401k plan requires that a number of hours worked per year of 1,000 or less be selected. ACLS has chosen 1000 hours/year which means that employees working 20+ hours/week are eligible for the retirement plan. This means that two new employees will become eligible, as all other employees were included when the change was made.

Section 12.1 Retirement Plan: The Adams County Library System recognizes the importance of saving for retirement and offers eligible employees a 401(k) plan. Employees regularly scheduled to work **30 hours (change to) 20 hours** or more per week shall be eligible for enrollment after 12 months employment. Eligibility, vesting, and all other matters relating to these plans are explained in the SPD that can be obtained from Human Resources.

Laura shared that the 7/12th 2020-2021 payment should arrive early next month.

Laura and Brandt started interviewing for the PT Marketing Assistant. They had a good candidate interview today. They will interview another applicant next week.

Friends of the Library Update: Sharon Graff said that beginning in January they are tracking volunteer hours. They are still recruiting for VP, and a book sale coordinator. They may have found a volunteer coordinator.

They are trying to create new ways to get new members and to remind members to pay their dues. Dawn has taken the lead on the Summer Book Sale.

Sharon expressed her gratitude to everyone at the library for helping to reorganize the Friends and working in various roles to help them be a success and to move forward.

Friends of the Littlestown Library: No meeting in January.

Friends of the New Oxford Library: No meeting in January.

Harbaugh~Thomas Foundation: Harbaugh~Thomas did well on their investments.

Old Business:

East Berlin Community Library Merger – Dorothy thanked Brandt and Jeff for their work on the merger. Brandt said they are working on the USDA Loan to the system name. Richard Thrasher sent the documents to be USDA approved. Jeff said it appears to be a seamless transition for the East Berlin personnel.

Laura said Jess L. has hit the ground running and learning how they do some things at East Berlin. Dawn spent some time there recently regarding development.

New Business: No new business.

Correspondence: Resignation email from Richard Gawthrop.

Mission Moment: Genevieve was excited to share that the Mom's Group in which she participates has taken interest in the \$20.21 campaign and the Zoom Story Times. She received an overwhelming response!

Discussion Point/Public Comment Period: No discussion. No public comments.

Dorothy called for adjournment of the meeting. Genevieve motioned and Ray seconded. Meeting adjourned at 7:38 pm.

Recorded by:
Wanda Reigle

The next Board Meeting will be Thursday, February 25, 2021 via Zoom - 7pm