

Adams County Library System
Board of Trustees Meeting
Thursday, February 22, 2024
Gettysburg

Board members present: Heidi Gillis, President; Jessica Boyer, Vice President; Kara Boehne-Miele, Secretary; Rita Rice, Treasurer; Ray Schwartz, Rukhsana Rahman (via Zoom), Anna-Mae Kobbe, Julie Ramsey

Associate Trustees: Rob Williams, Sue Whaley, Lisa Shower (via Zoom), Kathleen Pratt

Trustees Emeriti: John Kiehl, Karen Arthur, Dorothy Puhl

Also present: Brandt Ensor, Interim Executive Director; Jeff Cann, Finance Director; Erica Duffy, Development Director (via Zoom); Marge Keller, Harbaugh~Thomas Foundation

Excused: Genevieve Felty, Bettie Bertram, Mary Sue Cline

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

Approval of Board Minutes – 1.17.24 & 1.25.24: Heidi asked for a motion to approve both the Executive Session minutes from 1.17.24 and the Board minutes from 1.25.24. Ray motioned. Anna-Mae seconded the motion. All were in favor and the Executive Session minutes and board minutes were approved.

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

Word has been received about the changes taking place at the Guthrie Library in Hanover. Heidi asked Brandt to offer the district our support.

Administration/Operations Committee: Report in packet. Anna-Mae reported that the chimney has been repaired. The committee agreed to add a one-page Statement of Professionalism to the beginning of the Personnel Manual.

The 1803 Indenture residing in the ED's office will be given to the historical society. Heidi is thinking of a 1st Friday type event with the historical society when the new ED is here.

Planning and Development Committee: Report in packet. Erica reported that the Spring Appeal information will be forthcoming in about two weeks. We are hoping to raise \$7,500 for Early Readers. She reminded everyone of the Friends Luncheon next Thursday.

Kathleen reported she is helping Erica make phone calls to donors and was delighted with the conversations and gratefulness of the donors. She expressed her happiness to help with this.

Board Membership and Nominating Committee: Report in packet. Kara reported that the Honor Books for past Trustees is in process. The planning has begun for a Past Board of Trustees Member Social to be held at the June 27th Board meeting night at 5:30 pm. The event will take place at the Seminary campus. Talking points will be provided to the former board members regarding the new library building project.

Executive Committee: Report in packet. Heidi said the committee is discussing solutions for staff shortages. A temporary pool has been suggested.

Finance Committee: Report in packet. Rita and Jeff are still actively working on the E*Trade Account.

Jeff reviewed the Balance Sheet and P&L report. During discussion, Jeff explained that there are no more book endowments. Donors are endowing our services or the library. Endowments will be discussed in the future in the Planning & Development Committee Meeting.

Gettysburg Building Project Committee: Report in packet. Discussion centered around Talking Points and Letters to the Editor. Sue, Mary Sue and Dorothy have the Talking Points. The staff should have these Talking Points as they need guidance when someone asks them about this. These will not be sitting out in public spaces.

The Building Committee will need to reach out to collaborate with Rabbit Transit now. Find out where they pick up around the library building, and where they drop off around the Y or the Seminary.

Sue said we have one bid for a Preservationist to help us through this.

Interim Executive Director's Report: Report in packet. **Phone Upgrades** are happening at all five branches. Gettysburg has already been upgraded. Existing phones will be replaced with VOIP phones which run through the internet.

Littlestown Security Cameras: The Borough of Littlestown approved at their meeting for the library to be able to purchase security cameras inside and outside of the Littlestown branch. This is part of our continuing goal to eventually have cameras installed in all our buildings.

Wireless Public Printing: This new service is currently being tested and refined in our Gettysburg Branch. This is a tremendous advancement for us, as patrons will then be able to print from their phone, tablet, laptop without needing to sign on to one of our public computers.

Friends Groups Reports: Marge said they are looking forward to Spring.

Old Business: Feasibility Study Update – David will have a draft in early March. He will then take the case to interviews in April.

Strategic Plan Quarter 1 2024 Action Items (for review) – Heidi would like everyone to review the items.

New Business: Google Drive Training: Kara will train the board how to use Google Drive so everyone can use the Board Shared Drive for board business and information.

Mission Moment: Kathleen is making phone calls to donors and was happy and excited with the positive conversations of the donors.

Public Comment Period: No public comments. No discussion.

Adjournment: Heidi asked for a motion to adjourn. Jessica motioned and Rita seconded. All were in favor and the meeting was adjourned at 8:55 pm.

Recorded by:
Wanda Reigle

The next Board Meeting will be March 28, 2024 at 7 pm at the Littlestown Library.