

Adams County Library System  
Board of Trustees Meeting  
Zoom Conferencing  
September 23, 2021

Board members present: Dorothy Puhl, President; Heidi Gillis, Vice-President; Karen Arthur, Secretary; Rita Rice, Treasurer; Genevieve Felty, Ray Schwartz, Kara Boehne-Miele, Rukhsana Rahman

Also present: Laura Goss, Brandt Ensor, Jeff Cann, Erica Duffy and John Kiehl  
Excused: Mary Sue Cline

**Call to order:**

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

**Approval of Board Minutes: 8.26.21** – Dorothy asked for approval of the board minutes. Karen motioned to approve, and Rita seconded the motion. All were in favor, and the minutes were approved.

**Executive Committee Report:** No meeting in September.

**AD/OP:** No meeting in September.

**Board Membership and Nominating Committee:** Karen informed the board that Matt Lowenthal has resigned from the board as Associate Trustee. On August 30th the committee received a detailed resume/application from an interested person wanting to join the board as Associate Trustee. She has quite an illustrious background. She said when her family relocated to Carroll Valley the first thing she did was go to the Carroll Valley Library and get library cards.

There will be a committee meeting at the end of October and will discuss further.

**Finance Committee:** Report in packet. Rita said there were two auditing firm responses received. They are SEK and Boyer Ritter. The pricing is comparable for both.

Jeff reviewed the Balance Sheet and Profit & Loss. Jeff says we are in a strong cash position and comfortable at the end of the year.

Jeff reported East Berlin had flooding in two incidences requiring \$23,000 in water cleanup...not remediation. Applied for FEMA reimbursements.

**Planning & Development:** No meeting in September. Erica Duffy, the new Development Director, was on the Zoom meeting. Genevieve welcomed Erica to the P&D Committee and she was welcomed to the library system.

**Gettysburg Building Project Committee:** Report in packet. John Kiehl read the motion from the Building Committee: **Approve hiring HBM Architects, LLC, at a cost of \$62,900, to proceed with site selection and concept design for a new Adams County Library System Headquarters building.** Genevieve seconded the motion.

There was a discussion regarding the motion. The contract includes concept design and fee for site selection with a building. There will be a different fee for site selection without a building.

Tuesday, October 5th will be site evaluation. The Seminary wants ACLS to make a proposal as to what site we want and an offer to purchase at fair market value. We want adjacent to the YWCA. Seminary has a debt and this must be approved by their board, and then to the debt holder.

We do have a Capital Fund and this is one of the uses for this fund. A vote was taken and the motion was approved unanimously.

**Executive Director's Report:** Report in packet. In **Programming** news – Laura said the library system has returned to in-person programming. Currently, all branches are offering children's programs and adult programs are being phased in. The staff is still providing virtual programs for those who are not comfortable coming to gatherings. Littlestown Library had one family walk to the library in a downpour to attend storytime!

In **Personnel** news, we welcomed Erica Duffy as our new Development Director on Monday, September 13th.

In **HR** news, the library system will be working with a new insurance broker, Brown and Brown, for our health and ancillary insurances. We need assistance with HR issues and Brown and Brown offers HR as a free and/or low-cost service.

**Trone Library Building:** There were two instances of basement "flooding" in the past month, as a result of a downpour and then followed by Hurricane Ida. We are currently working with the basement contractor, ECI, to remedy the situation. This will probably include work on the existing interior sump pump system as well as an additional exterior sump pump. ECI is also suggesting regrading of the property to force water away from the building as well as larger gutters and additional downspouts on the older portion of the building.

**Old Business:** None.

**New Business:** None.

**Mission Moment:** The Littlestown Library had one family walk to the library in a downpour to attend storytime!

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

Dorothy asked for a motion to adjourn. Rita motioned and Karen seconded. All were in favor and the meeting adjourned at 7:50 pm.

Recorded by:  
Wanda Reigle

The next Board Meeting will be Thursday, October 28, 2021 at the Gettysburg Library in the 3rd floor meeting room at 7pm.