

Adams County Library System
Board of Trustees Meeting
June 28, 2018
New Oxford Library

Board members present: Dorothy Puhl, President; Tony TenBarge, Vice-President;
Karen Arthur, Secretary; John Kiehl, Treasurer; Jeremy Garskof, Mary Sue Cline, Richard Gawthrop

Associate Trustees: Don Marritz, Ray Schwartz

Also present: Karla Trout, Jim Gardner, Marge Keller, Josie Pelc, Angie Piraino, Mary Lou Berg
Excused: Annie Frazee, Genevieve Felty

Call to order

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

Mary Lou Berg, President of the Friends of the New Oxford Library, welcomed everyone to the library. She expressed thanks to everyone for being able to be part of the library. She explained several fundraising opportunities, such as Sweet Frog fundraiser is July 17th from 12 pm to 9 pm. Information on the Chipolte fundraiser was shared, saying you must have at least \$300 in sales to qualify for a 33% return.

Emily Holland expressed her happiness and excitement with becoming the branch manager. She said her numbers, both circulation and program attendance, is up 30% compared to last year. She has innovative ideas for future programs.

Approval of Board Minutes from 5.24.18: Ray motioned to approve, and Tony seconded. All approved, and the motion carried.

AD/OP: John remarked that the subject of the last AD/OP meeting was the future of the main library in Gettysburg and the future needs of the library and the building. Karla will start on a building report, explaining all the information that goes into the report. The report should be completed for the board's review by year's end.

Board Membership & Nominating Committee: No June Meeting, but will meet in July.

Finance: A discussion was held regarding the Exec/Finance Committee and the possibility of creating separate committee meetings for each. John explained the Profit & Loss Budget Performance, which he noted is unaudited. John said the report should be filed for audit. Tony motioned for the report to be filed for audit, and Mary Sue seconded the motion. All were in agreement, and the motion carried.

Planning & Development: Tony recapped the committee meeting focusing on Named Endowments and Sponsorships. Tony asked for leads for Sponsorships.

Executive Director's Report: Karla submitted her report, along with an update on the PA 2018-2019 State Budget.

Friends of the Library: Jim submitted his report. Jim reported that the intersection of Table Rock Road and Boyds School Road will be closed for repairs during the Friends Booksale. They will need to re-route people to Redding's Auction, and Jim is asking everyone to get the word out.

Friends of the Littlestown Library: Marcia submitted her report.

Friends of the New Oxford Library: Mary Lou submitted her report.

Harbaugh~Thomas Library: June report included.

Trone Memorial Library: June report included.

Old Business: Board Member Clearances – Dorothy reminded the board members to complete their clearances, if they haven't already. She explained the timeframe to be completed and why clearances are needed.

Code of Conduct, Conflict of Interest Statement and Confidentiality Statement – Dorothy said the Code of Conduct was adopted at the last board meeting. All trustees and associates have signed all three documents.

Harwood Update: the library group involved with Harwood is compiling the data they have and are figuring out the next step.

New Business: Motion by P&D Committee: original motion was: Establish \$5,000 as minimum gift for Named Endowments going forward. Any gift under the minimum amount will go to the General Operating Fund. Review the minimum amount in three years.

After some discussion the motion has been **amended** to: Establish \$5,000 as minimum gift for Named Endowments going forward **to be paid within a 12 month period**. Any gift under the minimum amount will go to the General Operating Fund. Review the minimum amount in three years. Mary Sue made the motion to accept, and Karen seconded. All were in favor. Motion carried.

Motion by AD/OP Committee: Acceptance of the Board Manual as revised 6/28/18. It is noted that with the acceptance of the Board Manual, the By-Laws will be reviewed. All were in agreement, and the motion carried. Dorothy will pull together the Ad/Hoc Committee to review the By-Laws.

Motion by Finance Committee: Transfer of \$100,000 from PNC Endowment Fund to the General Fund, then use those funds to pay off the ACNB Line of Credit. All were in agreement, and the motion carried.

Dorothy adjourned the meeting at 8:10 pm.

The next Board Meeting will be Thursday, August 23, 2018 at Gettysburg Library.

Recorded by:
Wanda Reigle