

Adams County Library System
Board of Trustees Meeting
Gettysburg Library
March 24, 2022

Board members present: Dorothy Puhl, President; Karen Arthur, Secretary (via phone); Rita Rice, Treasurer; Ray Schwartz, Kara Boehne-Miele, Rukhsana Rahman, Mary Sue Cline, Anna-Mae Kobbe, Associate Trustee, and John Kiehl, Trustee Emeritus.

Also present: Brandt Ensor, Jeff Cann, Erica Duffy, Angie Piraino (New Oxford Friends), Marge Keller & Josie Pelc (Harbaugh-Thomas Foundation), Julie Ramsey & Sheila Fleisher (Prospective Associate Trustees).

Excused: Heidi Gillis, Genevieve Felty, Laura Goss

Call to order:

President Dorothy Puhl called the meeting to order at 7:02 pm.

Approval of Board Minutes: 2-24-22 – Dorothy asked for approval of the board minutes. Ray motioned to approve, and Mary Sue seconded the motion. All were in favor, and the minutes were approved.

Executive Committee Report: Report in Packet. Dorothy noted that the meeting dates of the Finance and Executive Committees will be moving in May due to committee member scheduling. Finance and Executive Committee will now be the 3rd Friday with Finance Committee at 9:15am and Executive Committee at 10:30am. This will be a permanent change starting in May 2022.

AD/OP: Report in Packet. Mary Sue noted that we are awaiting more information from the new civil engineering firm K&W Engineers & Consultants. Brandt was able to find a copy in the East Berlin Borough files of the Stormwater Management Report which K&W really wanted to look at. Brandt was not able to obtain a copy of the Geotechnical Report which they were also interested in looking at but Carolyn from K&W said the Stormwater Management Report is the report they really needed to look at. Hopefully more information will be available from K&W on how we can move forward by the April AD/OP meeting.

Board Membership and Nominating Committee: Report in Packet. Dorothy filled in for Karen and noted that we were very excited to have two perspective Associate Board Members.

Motion: Approve Sheila Fleisher as an Adams County Library System Associate Trustee.

Mary Sue seconded the committee motion. All were in favor. Motion passed.

Motion: Approve Julie Ramsey as an Adams County Library System Associate Trustee.

Ray seconded the committee motion. All were in favor. Motion passed.

Finance Committee: Report in packet.

Jeff reviewed the Balance Sheet and Profit & Loss. Jeff says we are in a strong cash position and comfortable at this time. Harbaugh-Thomas Foundation's annual donation of \$42,500 for programming expected in March. A \$2,000 donation from a local foundation will also be added to the new building money market account when received.

Planning & Development: Erica reported that the committee has continued looking at the donor portfolio and changes have been made. The major change is that each person on the portfolio will now get a hand-written card four times a year. Right before Valentine's Day, National Library Week, Signature Event in September, and Thanksgiving. Each Board/Staff member will receive between 7-8

cards to fill out with a personal message. The time to complete the first card is right now for National Library Week during the first full week in April. John asked what the cards should say. After a brief discussion, it was decided that "Thinking of You During National Library Week" would be appropriate with a longer more personal message if you happened to know the person.

Gettysburg Building Project Committee: Report in packet. Awaiting a formal response back from the Seminary on our offer. Since there is little business for this committee until the response is heard, Mary Sue cancelled the April meeting of the Building Project Committee.

Executive Director's Report: Report in packet. In Laura's absence, Brandt gave a report on a new page of their website. In the Finance Committee last month, Jeff had mentioned that we have seen a record number of donations to the Honor/Memorial Books so far this year. We talked about the form they fill out in the committee which helps the selectors pick out materials for their intended area. A question was raised if they could fill that form out online. Although the form is online as a pdf, it wasn't a fillable form. Brandt was able to make a "webform" on our website to collect the same information in the same order as the written form. A link for payment is on the next page after submitting the information. So now a Memorial/Honor Book donation is now 100% virtual. Kylee, our marketing extraordinaire will begin promoting this new page asap.

New Oxford Friend's Report. Angie reported that their next fundraiser will be a Perkins Fundraiser on April 28th.

Harbaugh-Thomas Foundation Report: Everything is going great in Harbaugh-Thomas Library!

Old Business: Pre-meeting Capital Campaign 101 training has been rescheduled for the May 26th board meeting beginning at 5:30pm with the regular board meeting to follow. Location of this meeting will be the Gettysburg Library.

New Business: Dorothy discussed the expectations of board giving, stating that, per state requirements, library boards are governing boards. Thus, when soliciting for board members, important considerations are diversity, areas of expertise, and a commitment to further library services in Adams County. In addition, board members are expected to make an annual donation to the library, with the key words being, "a gift that is meaningful to you". Dorothy further discussed the timing of such gifts, stating that donations during the Giving Spree are eligible for matching funds from the Community Foundation and that donations for specific library needs should also be considered. To that end, Dorothy asked library administration to provide costs associated with various activities, for example the National Library Week card mailing.

Mission Moment: Dorothy expressed how a friend of hers was very happy and impressed with the acknowledgment letter she received with the Title Information of the book purchased and was really impressed by having a copy of what the bookplate will look like included in the letter!

Public Comment Period: No discussion. No public comments.

Dorothy asked for a motion to adjourn. Rita motioned and Ray seconded. All were in favor and the meeting adjourned at 8:05pm.

Recorded by:
Brandt Ensor, Assistant Executive Director

The next Board Meeting will be Thursday, April 28, 2022 at the Harbaugh-Thomas Library at 7:00pm.