

Adams County Library System
Board of Trustees
Meeting minutes of January 25, 2018
Gettysburg Library

Board members present: Bob Shuey, President; Tony TenBarge, Vice-President; Karen Arthur, Secretary; John Kiehl, Treasurer; Dorothy Puhl, Jeremy Garskof, Mary Sue Cline, **Annie Letendre**, Richard Gawthrop (East Berlin)

Associate Trustees: **Annie Letendre erroneously listed as an Associate (corrected to Trustee)**, Genevieve Felty, Ray Schwartz, Don Marritz

Also present: Karla Trout, Beth Cool, Marge Keller, Josie Pelc, Jim Gardner

Excused: Marcia Wilson

Absent: Brenda Reyes-Lua

Call to order

President Bob Shuey called the meeting to order at 6:58 pm.

Consent Agenda Items: Karen motioned to accept the Consent Agenda Items, and Jeremy seconded the motion. All were in agreement and the motion carried. The Consent Agenda Items are approved.

Friends of the Library: A Friends report is included but Jim had something additional to report. He said they sold about \$2,500 worth of McPherson books and they have about 40% of the books left. They are looking for buyers. In other recent news: Ellie Sheen retired from the Friends. Carolyn Greaney will be membership chair. Jim reported that Roz Parkhurst also retired and no one has been named to replace her just yet.

Friends of the Littlestown Library: Marcia was excused and a FOLL report is included. To make this part of the record, please note (taken from FOLL report): Marcia wrote: I have taken on new responsibility in my township, and so I feel that I must attend meetings of the Board of Supervisors, which are held on the evening of the fourth Thursday of the month. Therefore, I will not be attending ACLS meetings unless they are held on dates other than the Township meeting dates.

I will endeavor to send reports for inclusion in each month's ACLS Board packet, and there may be times when a substitute attends on my behalf.

Friends of the New Oxford Library: No one attended from New Oxford, but a report is included.

Harbaugh~Thomas Library: Marge Keller present and report attached. Marge was excited and relieved to report that they are finally replacing the elevator (or lift) at the Harbaugh~Thomas Library. It will be arriving the beginning of February.

Trone Memorial Library: Richard reported the circulation was 111,297 items in 2017! Their Annual Dinner is Friday, April 13th at the Inn 94, New Oxford. He was excited to announce that Kat Kronenburg, author of *Dream Big* will be at the Annual Meeting! The Children's Artwork has been installed. They are holding CPR Training on Wednesday, April 11th at 6 pm.

They have talked with a Management Consultant in East Berlin regarding fundraising ideas, etc.

Financial Report: Beth reported we are still waiting for State Aid. Further clarification is needed with Karla, Bob and John on the financial reporting and the frequency. John suggested quarterly financial reporting.

Old Business: None

New Business: 2017 Audit: Engagement Letter with Smith, Elliott & Kerns (SEK): John motioned to accept the SEK Letter of Engagement, and Dorothy seconded. All were in favor. Motion carried.

Harwood Update: Genevieve and Karla explained the “ASK.” Talk to people in your community and **ASK** what their aspirations and hopes are for their community. This will affect change in the community, and the library can be a connector. Not necessarily to solve all the problems, but to connect them to other organizations that can help.

In other business, Karla reported that she met with Adams County Judge Christina Simpson to discuss cooperation between the ACLS and the Adams County court system. The court, especially in family court cases, is struggling with issues surrounding completion of paperwork for litigants who choose to represent themselves. Judge Simpson and Karla discussed ways that we may be able to support the process via our public computers. She will be visiting our Gettysburg Library on February 20th for a tour and to continue the discussion. We also have plans to seek a \$5,000 grant from the Adams County Bar Association to support our public computer budget and believe this partnership will greatly strengthen this application.

Consider joining us in Washington, DC for National Library Legislative Day 2018 on May 7 and 8. The schedule on May 7 is encompassed by a full day of briefings regarding federal issues affecting libraries, in preparation for meetings with legislators on Capitol Hill on May 8. There is a scholarship available to a non-librarian who is interested in attending NLLD for the first time. If you are interested in more info or would like to apply for the award, please let Karla know.

The Go Live date for the web site is February 28th!

Don Marritz thanked the Library Administration for the digital signage and thanked the Friends Library groups for all they do.

Karen Arthur commented that she visited the East Berlin Library and viewed the artwork, and commented on how nice it looks. She recommended stopping by to see it, if you get the chance.

In other **New Business**, Bob shared that the Executive/Finance Committee made a motion to authorize administration to engage PNC Bank to segregate the investments into individual sub-accounts, based on purpose. Tony seconded this motion, and there was some discussion. Calculation of sub-accounts will be done by PNC Bank. PNC and SEK recommend segregation of sub-accounts. A vote was taken and all were in favor. Motion carried.

Bob wanted to make sure everyone was aware of new meeting dates and times. The P&D Committee will meet the 2nd Thursday of every month from 9 to 10 am, and AD/OP will meet the 2nd Thursday of every month from 10:15 to 11:15 am in the 2nd floor conference room of the Gettysburg Library.

Bob adjourned the meeting at 7:59 pm.

Next Board Meeting will be Thursday, February 22nd at 7 pm at the Gettysburg Library.

Respectfully submitted,
Wanda Reigle