

Adams County Library System
Board of Trustees
October 24, 2019
Gettysburg Library

Board members present: Dorothy Puhl, President; Jeremy Garskof, Vice-President; Karen Arthur, Secretary; John Kiehl, Treasurer; Mary Sue Cline, Genevieve Felty, Rita Rice, Ray Schwartz

Also present: Laura Goss, Brandt Ensor, Dawn Smith, Jeff Cann, Jim Gardner, Marge Keller, Angie Piraino

Excused: Don Marritz, Heidi Gillis, Richard Gawthrop

Call to order

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

Approval of Board Minutes: 9.26.19 – Dorothy asked for approval of the board minutes. Jeremy motioned to approve, and Karen seconded the motion. All were in favor, and the minutes were approved.

AD/OP: John noted the report is included in the packet. Of particular note is the building study and every effort will be made to try to have that funded by a grant. Brandt shared there are only three people in the state qualified to do the building study. He talked to two out of the three people and learned the price is federally mandated.

Board Membership and Nominating Committee: November 18th will be their next meeting.

Executive Committee Report: included in board packet. Rita asked about goals for the Executive Director. Dorothy said that would be a collaborative effort.

Finance Committee: Balance Sheet: Currently using investments and lines of credit to shore up cashflow. Typical year end problem exacerbated by failure to receive September County funding. Expected on 10/25.

Correction to Finance Committee notes: Jeff Cann gave the presentation regarding the Balance Sheet. This correction is from the Board Meeting on December 5, 2019.

Profit & Loss: Expect \$100K in development income in the last three months of the year, including \$38-\$40K from Friends of the Library. Underrunning Salaries and Wages due to vacant position in Tech Services that will not be filled. Underrun in Internet and Technical Services caught up due to receipt of Comcast high-speed internet bill.

Budget: Briefed 2020 budget. Planning a zero cash bottom line with a reduction of quarterly investment payments. "Almost balanced." Budget features the following:

Budgeting specifics:

- \$54K increase in state aid
- Planned increase in general donations
- Planned decrease in Friends donation
- Don't rehire floater position
- Reduce Technical Services staff by 24 hours
- 2% average pay increase
- Cut retirement to 5% (as a 401k match – further savings expected)
- Cut 40 magazines
- Eliminate 3 databases

- Reduce planned conference travel
- Reduce collection expenditure by \$30,000 (overall collection percentage 13.51%)
- Tight IT budget

Finance Committee is recommending approval of the 2020 budget as presented. There was a brief discussion regarding the budget, then a vote was taken. Everyone voted in favor of the budget as presented and there were no dissenting votes. The motion carried to approve the 2020 budget as presented.

Executive Director's Report: We will be receiving a \$38,000 check at the Friends Annual Meeting on November 12th. If the book store has a great month or two, it is possible that we will receive a supplementary check for \$2,000 towards the end of December 2019.

The ACLS will have a table at the Giving Spree on Thursday, November 7th from 4 to 7 pm.

The Harbaugh~Thomas Teen Center Grand Opening and Open House occurred on Thursday, October 10th. I will attend the Foundation meeting on Thursday, October 17th to thank their board members.

Grants: The Chromebook bar is now in place. This was made possible through a grant from the Adams County Bar Association. The Association and Judge Simpson will be invited for a photo op in the next few weeks.

Friends of the Adams County Library: Report in packet. Jim reminded everyone the Friends (60th Anniversary) Annual Meeting Breakfast is November 12th at 9 am at the Harbaugh~Thomas Library.

Friends of the Littlestown Library: No report in packet.

Memorandum of Understanding: The Friends of the Littlestown Library are waiting until the beginning of the year to give money to ACLS for an endowment. This is good timing as John Miller (the district consultant) can explain the "why" of Friends organizations.

Friends of the New Oxford Library: Report in packet.

Harbaugh~Thomas Library: Report in packet. Marge was pleased to say that the Teen Room has been very busy!

Jean Barnett Trone Memorial Library: Richard is excused and there is no report included. Brandt announced a new director has been hired for the East Berlin Library. Randi Hartman will start her new job on the 28th.

Planning & Development: After reviewing the P&D notes from October 10, 2019 regarding Harwood business, Genevieve clarified she is not looking for a chairperson for Harwood but for a volunteer. Jeff Cann offered to help. Genevieve remarked that Harwood is a two year program. The Harwood team is evaluating all the data captured from feedback.

The Harwood team will be meeting with the Teen Advisory Board and the Migrant Center on November 11th for their valued feedback.

Genevieve suggested when a board member comes into the library for a meeting to wear their nametag.

Dawn reviewed her Annual Appeal strategy. The 2019 Annual Appeal agreed upon goal for fundraising, which includes the mailing, Giving Spree and #GivingTuesday, is \$100,000. Dawn's fundraising "stretch" goal is \$137,000.

Karen shared some possible ideas surrounding the 75th Anniversary.

Old Business: East Berlin Possible Consolidation: Laura said there is a meeting scheduled for Friday, October 25th. Attending will be John, Laura, Brandt (from ACLS) and Richard Gawthrop, Bill Goldberg and Marion Mitchell from East Berlin.

New Business: Changes to Employment Policies:

- Accrued Leave
- Education Reimbursement
- ST/LT Disability
- Organization Chart Changes – Brandt will now be supervising George, and ILL to Public Services Staff

Laura will distribute information to the board for their review. The discussion and approval of items will be at the December 5th board meeting.

Dorothy called for adjournment of the meeting. Karen motioned, and Genevieve seconded. Meeting adjourned at 8:00 pm.

Recorded by:
Wanda Reigle

The next Board Meeting will be Thursday, December 5, 2019 @ the Gettysburg Library @ 7pm.