

Adams County Library System  
Board of Trustees Meeting  
December 3, 2020  
Zoom Conferencing and YouTube Streaming

Board members present: Dorothy Puhl, President; Mary Sue Cline, Vice-President; Karen Arthur, Secretary; John Kiehl, Treasurer; Ray Schwartz, Genevieve Felty, Rita Rice, Heidi Gillis, Don Marritz, Kara Boehne-Miele and Richard Gawthrop

Also present: Laura Goss, Brandt Ensor, Dawn Smith, Jeff Cann and Sharon Graff

**Call to order:**

President Dorothy Puhl called the meeting to order at 7:09 pm.

**Approval of Board Minutes: 10.22.2020** – Dorothy asked for approval of the board minutes. Ray motioned to approve, and Heidi seconded the motion. All were in favor, and the minutes were approved.

**Executive Committee Report:** Report in packet. Dorothy thanked the library leadership and staff to continue to serve and support the community during this pandemic.

Dorothy asked for goals for Laura for the next year and no ideas were immediately forthcoming.

**AD/OP:** Report in packet. John had no other comments.

**Board Membership and Nominating Committee:** Karen reported that at the meeting on November 18, 2020 they reviewed the list for associate trustees and the potential slate of officers for 2021.

Richard Gawthrop will continue to represent East Berlin on the ACLS Board.

The next meeting will be on Monday, January 11, 2021.

**Finance Committee:** Jeff reviewed the Balance Sheet and Profit & Loss Reports. He reported that ACLS will be getting the Giving Spree reveal in 10 days, on December 11, 2020 at noon. We earned 80% of what we lost in March when we shut down.

We will be hiring a part-time Marketing Assistant in 2021.

Jeff shared that there is a huge medical insurance increase of around 22% which is about \$40,000.

John made a motion **to pass the 2021 budget as presented by Jeff**. Rita seconded the motion. All were in favor and the motion carried.

**Planning & Development:** Dawn was excited to announce \$41,564 were made pre-Thanksgiving. Genevieve said Dawn is on track to reach her stretch goal of \$77,000.

Genevieve said she will write the script for note cards being sent out in January.

**Gettysburg Building Project Committee:** Report in packet. Mary Sue said the committee is moving forward and continuing to research some things.

Genevieve said she viewed the presentation by Tim Harrison, the developer of the former REDDI Site, and the presentation and plans include the library. She can get the plans if the committee would like to see them.

Laura said seven architects toured the library building and may want to renovate this building. Laura reached out to the GARA Director to plan a meeting in January.

**Executive Director's Report:** Report in packet. Laura said there have been good circulation numbers and that we are holding our own. She reported they received three new applications for library-by-mail. It seems both ends of the age groups are enjoying this service.

**Friends of the Library Update:** Sharon Graff, newly installed President, thanked the library for their help and support while getting the Friends re-organized. She thanked Brandt for his assistance with selling books on Amazon, and she thanked Jeff for his help on setting up Square and training the volunteers on it.

She said Carolyn Greaney and Michele DeLacy are co-managers of the book store. They have been averaging about \$2,000 a month in sales since they've re-opened.

The Friends are looking for a Vice-President; a committee chair for the Summer Book Sale, and a committee chair for Fundraising.

**Friends of the New Oxford Library:** The Friends will have a fundraiser at Perkins in Gettysburg on Tuesday, December 15, 2020. Please attend if you can. Not only will you be supporting the New Oxford Friends, Perkins makes very tasty pies!

**Jean Barnett Trone Memorial Library:** Report in packet. Richard related that JBT is grateful for many things such as: their community donating \$14,136.85 in response to their annual appeal/survey; \$7,000 awarded by the Robert C. Hoffman Charitable Endowment Trust to outfit their newly completed lower level; Rutter's who selected East Berlin to receive a \$10,000 donation for STEM programming and a generous volunteer and supporter who donated stock valued at \$48,726 which will be placed into a Board directed investment account to be used for the most urgent needs.

Old Business:

East Berlin Community Library Merger – Motion from the Executive Committee: **Pass the Resolution to Approve the Statement of Merger.** Ray seconded the motion. All were in favor. The motion carried.

New Business:

- a. Motion from AD/OP Committee: **Make a one-time exception to the leave policy to allow carryover of unused days as follows: Allow employees to carryover any unused 2020 sick leave into 2021. In addition, allow employees to transfer any 2020 vacation leave in excess of the allowed 50% accumulation into the employee's sick leave accrual.** Mary Sue seconded the motion. All were in favor. The motion carried.
- b. Motion from Membership/Nominating Committee: **Approve appointment of Rukhsana Rahman as an Associate Trustee.** John seconded the motion. All were in favor. The motion carried.

**Correspondence:** None.

**Mission Moment:** Dorothy shared that she is finding it easy to communicate with the portfolio members. She added it is the small success of our board members that make up the larger success of the library.

**Discussion Point/Public Comment Period:** No discussion. No public comments.

Dorothy called for adjournment of the meeting. Genevieve motioned and Ray seconded. Meeting adjourned at 8:12pm.

Recorded by:  
Wanda Reigle

The next Board Meeting will be Thursday, January 28, 2021 via Zoom - 7pm