

Adams County Library System  
Board of Trustees Meeting  
Thursday, December 7, 2023  
Gettysburg

Board members present: Heidi Gillis, President; Kara Boehne-Miele, Secretary; Rita Rice, Treasurer; Ray Schwartz, Genevieve Felty, Rukhsana Rahman (via Zoom), Anna-Mae Kobbe, Julie Ramsey

Associate Trustees: Rob Williams, Jessica Boyer, Lisa Shower, Kathleen Pratt

Trustees Emeriti: John Kiehl, Karen Arthur, Dorothy Puhl and Mary Sue Cline

Also present: Laura Goss, Executive Director; Jeff Cann, Finance Director; Erica Duffy, Development Director; Marge Keller, Harbaugh~Thomas Foundation

Excused: Brandt Ensor, Assistant Director; Bettie Bertram, Associate Trustee

**Call to order:** Heidi called the meeting to order at 7:00 pm.

Round Table Introductions

**Approval of Board Minutes – 10.26.23** – Heidi asked for a motion to approve. Julie motioned. Genevieve seconded the motion. After discussion the amended minutes were approved. All were in favor and the board minutes were approved.

**York Adams District Update:** A representative will be the speaker (and trainer) at the Friends Luncheon on February 29, 2024. They will be here for Associate Trustee training May 23, 2024.

**Administration/Operations Committee:** No report.

**Planning and Development Committee:** Report in packet. Erica reported #GivingTuesday raised \$1,552. The amount was short of our goal, but she is grateful for the donations. She was excited to share that the Annual Appeal brought in \$45,955.10 and counting.

We are planning an October 4, 2024 VIP event with the One Book Author.

**Board Membership and Nominating Committee:** No meeting in November. Kara reported that Sylvan Hershey and Sheila Fleischer resigned from the board.

**Executive Committee:** No meeting in November.

**Finance Committee:** Report in packet. Jeff reported that donations have been received for Laura. \$2,000 has been received and will go toward the building fund.

Jeff reviewed the Balance Sheet and P&L report. He said the 2024 budget has been approved.

**Gettysburg Building Project Committee:** Report in packet. Important to note – Current Gettysburg Borough zoning has no provisions for libraries. This issue will need to be resolved.

**Executive Director's Report** – Laura explained the need to truncate employee sick leave and to make adjustments.

**Friends Groups Reports:** Marge commented that Harbaugh~Thomas is working through some building issues.

**Old Business: Executive Committee MOTION TO APPROVE** proposed changes of the Bylaws regarding Trustees Emeriti. Specifically Article VI – Section 1 – language will be added to include Emeriti to serve on committees.

**Membership and Nominating Committee MOTION TO APPROVE** proposed changes to the Bylaws regarding maximum size of the board. Specifically Article VI – Section 4 – language will be added to include Associate Trustees to serve on committees.

A Public Notice in the paper will be issued when language in place. John will revise and review the language at the next meeting. The Bylaws will be on the Board shared drive.

**Feasibility Study Update** – It was reported that David will review the study in January and have the report to us in March.

**Strategic Plan Quarter 4** – Heidi would like everyone to review and the final reports are due in January.

**Executive Director Search** – Zoom interviews today, tomorrow and Monday. January 8<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup> will be second in-person interviews.

**New Business: Executive Committee MOTION** for Jessica Boyer to move from Associate Trustee to Full Trustee. Julie seconded the motion. After discussion, a vote was taken and all approved. Motion carried.

Executive Committee **MOTION** for Jessica Boyer to be elected as Vice President as a result of the resignation of Sheila Fleischer. Rita seconded the motion. After a brief discussion, a vote was taken and all approved. Motion carried.

Finance Committee **MOTION** to open a brokerage account at E\*Trade from Morgan Stanley to manage and hold the funds for the new building campaign contingent upon auditors approval. Julie seconded the motion. After discussion, a vote was taken and all approved. Motion carried.

Executive Committee included a Consent Agenda Proposal for Review. A Consent Agenda will make the board meetings more efficient and streamlined. This will be discussed in the January Board Meeting.

February Google Drive Training: Kara explained what the training will be and requested everyone have your own device with you.

**Mission Moment:** Anna-Mae said she was signing note cards, one of which went to a woman who lives down the street from her. The woman called to thank her for the card and what the library does.

**Public Comment Period:** No public comments. No discussion.

**Adjournment:** Heidi asked for a motion to adjourn. Rita motioned and Genevieve seconded. All were in favor and the meeting was adjourned at 8:35 pm.

Recorded by:  
Wanda Reigle

The next Board Meeting will be January 25, 2024 at 7 pm at the Gettysburg Library.