

Adams County Library System
Board of Trustees Meeting
February 25, 2021
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, Kara Boehne-Miele and Rukhsana Rahman

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

Excused: Don Marritz

Call to order:

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

Approval of Board Minutes: 1.28.2021 – Dorothy asked for approval of the board minutes. Ray motioned to approve, and Karen seconded the motion. All were in favor, and the minutes were approved.

Executive Committee Report: No meeting in February.

There were brief board member introductions by Dorothy, Mary Sue, Karen, Ray, Rita, Genevieve, John, Heidi, Kara and Rukhsana. Dorothy suggested maybe next time staff could introduce themselves.

Dorothy said the board committees list is in the packet for your review so you can start thinking about what committee you want to be on.

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

Board Membership and Nominating Committee: There was no meeting in February. The next meeting will be Monday, March 8, 2021 at 10 am. The committee is actively pursuing associate board members.

Finance Committee: Report in packet.

Jeff reviewed the Balance Sheet and Profit & Loss Reports. Jeff shared good news that on February 8, 2021 our PPP Loan of \$293,000 has been forgiven.

Jeff said the East Berlin Friends group have hit the ground running.

Planning & Development: Report in packet. Regarding the East Berlin Friends group, Dawn has communicated with 22 people with 4 volunteering to be officers. Their next meeting is Monday, March 1, 2021 via Zoom.

Regarding board portfolio assignments, Genevieve said if you are having difficulty talking with your assignments, she will help you with wording or verbiage.

Library Giving Day is Wednesday, April 17, 2021.

Laura realized ACLS was one of the few libraries open and our staff have done a wonderful job of serving the community and keeping everyone safe during this pandemic.

From her realization, a Letter to the Editor was written. The letter was discussed and Heidi will reverse the first two sentences, and will include paragraphs.

Gettysburg Building Project Committee: Report in packet.

Mary Sue said the most recent article in the *Gettysburg Times* sums up where we are. The next committee meeting will meet with GARA on Thursday, March 4, 2021 at 9:30 am.

Laura said that she and Brandt are currently speaking with references for 9 of the firms who submitted responses to the RFP. Brandt and Laura expect to complete these interviews on Tuesday, March 2nd and will be discussing their impressions with the committee soon after.

As far as citizens concerns that building a new library will raise taxes, ACLS receives an appropriation from the county from tax money. There is no library tax.

Executive Director's Report: Report in packet.

Laura attended the virtual Office of Commonwealth Libraries "Information Exchange" on Monday, February 8. Here are a few statistics from a state-wide survey of libraries that show the ACLS is spectacular:

- Only 18% of libraries in PA are open to pre-pandemic hours – All ACLS library branches have been open full hours since September 7th.
- 39% of library buildings are not open to the public for appointments or for free use, although most provide curbside service.
- Only 50% of libraries are open for the public to browse and use computers – Again, all ACLS branches have been open full hours for public access since September 7th.
- Although 85% offer wifi, only 28% offer tables and chairs. The ACLS allows use of socially distanced table and chairs, which are used most often by library customers who bring their own laptop computers or other personal devices to access our free wifi.
- No libraries are providing in-person programs. The staff continues to provide online programs, Library to Go, Library by Mail, information by telephone and email, tech help and all-around great service to all the library users.

This is a reflection on the dedication our staff has to the ACLS and to public service. Our staff has been willing to provide service to everyone who calls, emails or walks through our doors.

In personnel matters, we filled several vacancies. Two Branch Assistants with Teen emphasis have been hired; one at Harbaugh~Thomas and one at Trone Memorial Library. A new Marketing Assistant has been hired and will begin March 15th.

Due to a resignation, a Branch Assistant position is open at the Gettysburg Library, and we continue to search for a new Youth Services Coordinator/Gettysburg YS Department Manager.

Friends of the Library Update: Sharon Graff reported that they continue to try to increase membership and are sending reminders. They have a new volunteer coordinator. Here are some upcoming events for the Friends:

- Spring Garage Book Sale – Saturday, April 24th
- Book Sale at Gettysburg Antiques Market – Saturday, May 15th
- Big (Annual) Book Sale at Redding Auction – July 28th through July 31st

Information on the book sales will be in an article in the *Gettysburg Times* and in the Friends newsletter in April.

Friends of the Littlestown Library: No meeting in February. They are not meeting until they can get vaccines.

Friends of the New Oxford Library: They are meeting via Zoom. They will have a fundraiser again at Perkins in Gettysburg on April 29th. They will supply food trucks for the Adams County Friends book sale at Redding Auction.

Harbaugh~Thomas Foundation: No report.

Old Business:

East Berlin Community Library Merger – Dorothy reported that Richard Thrasher received word that the USDA did approve settlement of mortgages.

New Business: Motion/Recommendation: **Remove language from Article VI, Section 1 of ACLS Bylaws referring to representation from the Jean Barnett Trone Memorial Library: A board of at least nine (9) Trustees, one of whom will represent Jean Barnett Trone Memorial Library of East Berlin, but not more than a number which is in accordance with all applicable state and federal library laws...**

Ray seconded the motion. Everyone was in agreement. The motion carried.

Karen had some good news to share that Earl Mitchell established a trust for the benefit of his wife during her lifetime and upon her death 1/6 of the trust balance goes to the Adams County Library System to be used to purchase materials for the visually and hearing impaired. The 1/6 share is approximately \$281,900!

Updated Board Member List: The list serves as a reference for those members whose term limits are expiring and for other members whose terms are just beginning. There will be a reorganizational meeting in April.

Correspondence: No correspondence.

Mission Moment: Ray shared that his daughter was deployed in 2010 for a year. Ray and his wife cared for their granddaughter, Katy, for 4 or 5 months. After that time, Ray's daughter took their granddaughter to Jordan.

Ray and his granddaughter would come into the library twice a week for library story time. Ray said it was a very special time and a memory that will always be cherished.

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

Dorothy adjourned the meeting at 7:56 pm.

Recorded by:
Wanda Reigle

The next Board Meeting will be Thursday, March 25, 2021 via Zoom - 7pm