

Adams County Library System
Board of Trustees Meeting
Thursday, March 23, 2023
Littlestown Library

Board members present: Dorothy Puhl, President; Heidi Gillis, Vice-President; Kara Boehne-Miele, Secretary; Ray Schwartz

Mary Sue Cline participated via phone.

Associate Trustees: Sheila Fleischer, Julie Ramsey, Sue Whaley, Rob Williams, Jessica Boyer

Trustee Emeriti: Karen Arthur

Also present: Laura Goss, Executive Director; Brandt Ensor, Assistant Executive Director; Jeff Cann, Finance Director; Erica Duffy, Development Director

Sharon Lentzner, President of Littlestown Friends; Dave Lentzner, Littlestown Friends; Marge Keller, Harbaugh~Thomas Foundation

Excused: Rita Rice, Rukhsana Rahman, Anna-Mae Kobbe, John Kiehl, Bettie Bertram, David Kushner

Call to order: 7:00 pm. Dorothy introduced Jess Shelleman, Littlestown Branch Manager. Jess shared what new and different programs are going on in Littlestown. All programs are on the ACLS website. She shared that she is in the Project READY program, which is not a library program. READY stands for Reimagining Equity & Access for Diverse Youth. It is a three-year program funded by the Institute of Museum and Library Services to create professional development for school librarians and other educators focused on racial equity and culturally sustaining pedagogy. She said she is learning a lot from and enjoying the program.

Approval of Board Minutes – 2.23.23 – Ray motioned to approve, and Kara seconded. All agreed and the minutes were approved.

Executive Committee: Report in packet.

Administration/Operations Committee: Report in packet.

Planning and Development Committee: Report in packet. Erica is distributing National Library Week cards. The list used is for 58 donors who are not library card holders. Erica was happy to share that on April 7th, she, Sara Edmiston and Natasha Swiger will meet with Mary Van Buren, who is the Director of Community Life at Cross Keys.

Board Membership and Nominating Committee: Kara reported there was no meeting in March. The immediate goal is to finalize officers and trying to have a shared drive for board forms, board business, etc.

Finance Committee: Report in packet. Jeff explained the Balance Sheet and Profit & Loss Report. He included a Cash Flow Analysis. He said the endowments are going well.

Gettysburg Building Project Committee: Update will be discussed in Executive Session.

Executive Director's Report – Report in packet. In East Berlin, K&W wants to make sure all pipes are clear before any other remediation plans. We may only need to dig up one parking space.

Laura shared that #LibraryGivingDay is April 4, 2023. The Library System will be asking for donations to update and expand the children's non-fiction collection. The goal is to raise \$2000 towards the project. It costs the library about \$35 to put a children's book on the shelf.

National Library Week – possible dine-out opportunity – Gettysburg Eddie's is offering a new Community Partners program. Gettysburg Eddie's will donate 10% of the entire day's gross sale to non-profit organizations. The organization can provide promotional materials to patrons all day long. This program is offered on Monday, Tuesday or Wednesday. If we wanted to narrow the focus on NLW, Tuesday is National Library Workers Day and Wednesday is National Library Outreach Day. The library could promote this as a way to celebrate NLW and support the library.

Friends Groups Reports:

Sharon Lentzner, Littlestown Friends shared this Saturday is Paint Night at the Littlestown Library. April 14th and 15th is the Bethel Church Booksale. The football team packs up all the books in about 45 minutes. They are very organized. A sponsor picks up the tab for the pizzas for the football team in appreciation for their assistance.

Marge Keller, Harbaugh~Thomas Foundation, said they are waiting for an estimate for stormwater remediation from ECI.

Old Business: National Library Week branch visits. Executive Committee recommends using money from the Board Member Fund to purchase cookies for employees. Dorothy proposed this recommendation and Heidi seconded it. All were in favor and money will be used from that fund.

New Business: Motion from AD/OP Committee: **Approve library policies for: Collection Development; Disruptive Behavior; Safe Kids; Unattended Children.** Kara seconded the motion. No discussion. Vote was taken. Everyone agreed. Motion so moved.

Motion from AD/OP Committee: **Engage Roto-Rooter Plumbing & Drain Services to mill the wastewater piping in the Gettysburg Library and line the cast iron portion, if required, at an estimated cost of \$42,600.** Julie seconded the motion. No discussion. Vote was taken. Everyone agreed. Motion so moved.

Motion from Finance Committee: **Establish a custody account with ACNB Trust & Investment Services to manage custody surplus funds, in order to earn additional income.** Mary Sue seconded the motion. No discussion. Vote was taken. Everyone agreed. Motion so moved.

Strategic Plan Review: It was determined that the Plan should be a regular discussion at every board meeting. Heidi is hoping to bring "action items" to the May board meeting. A discussion ensued regarding the plan review. Call to action: to review the action points on a regular basis. Dorothy thanked Heidi for facilitating the Strategic Planning.

Mission Moment: Heidi said the Strategic Planning was energizing.

Public Comment Period: No public comments. No discussion.

Adjournment: Meeting adjourned at 8:05 pm to go into Executive Session to discuss a real estate matter.

Out of Executive Session at 8:25 pm. Vote was unanimous. Motion so moved.

Motion to adjourn: Kara and Heidi seconded. Meeting was adjourned.

Recorded by:
Wanda Reigle

The next Board Meeting will be April 27, 2023 at 7 pm at the Harbaugh~Thomas Library.