

Adams County Library System
Board of Trustees Meeting
Thursday, March 28, 2024
Littlestown Library

Board members present: Heidi Gillis, President; Jessica Boyer, Vice President; Kara Boehne-Miele, Secretary; Rita Rice, Treasurer; Genevieve Felty, Anna-Mae Kobbe, Julie Ramsey

Associate Trustees: Rob Williams, Sue Whaley, Bettie Bartram, Lisa Shower, Kathleen Pratt

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

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

Jess Shelleman, Littlestown Branch Manager; Sharon & Dave Lentzner, Littlestown Friends; Marge Keller, Harbaugh~Thomas Foundation; Angie Piraino

Excused: Ray Schwartz and Rukhsana Rahman

Call to order: Heidi called the meeting to order at 7:01 pm.

Heidi and the Board welcomed new Executive Director, Miranda Wisor, to the library system.

Approval of Board Minutes – 2.22.24: Heidi asked if there were any changes to be made to the board minutes. There were none. Heidi asked for a motion to approve the board minutes, and Genevieve motioned and Jessica seconded. All agreed and the board minutes were approved.

York Adams District Update: John Miller is the acting District Consultant. The position has been advertised and three people have declined the position. John Miller is to facilitate board orientation in July.

Administration/Operations Committee: Report in packet. The report was discussed.

Planning and Development Committee: Report in packet. Genevieve reported that at FunFest this year we will have a 50/50 fundraiser and that will aid in obtaining information.

Genevieve explained the board signs cards four times a year: Valentine's Day; 4th of July; NLGD (National Library Give Day); and Thanksgiving.

Board Membership and Nominating Committee: Report in packet. Kara reported that planning is underway for a Board Reunion event on June 27th, instead of a regular board meeting.

The April board meeting is reorganization time. Sue Whaley and Rob Williams will become full trustees. Julie Ramsey will become Chair of the P&D Committee. Ray Schwartz will become a Trustee Emeritus joining Dorothy Puhl, Mary Sue Cline and Karen Arthur. John will continue to serve on several committees.

Executive Committee: Report in packet.

Finance Committee: Report in packet. Jeff reported that we are coming to the end of a 5-year internet contract with Comcast. The rate dropped in half for 5 years. The contract is on the shared drive for everyone to review and we'll vote on it at the next meeting. The E*Trade account is now set up.

Jeff reviewed the Balance Sheet and P&L report. The auditors will be here April 15th.

Gettysburg Building Project Committee: Report in packet. There is a borough meeting on April 8th to discuss the Text Amendment. They need to create a text amendment in the Zoning code to allow for a library.

Interim Executive Director's Report: Report in packet. **Phone Upgrades** have all been completed.

State Report has been completed. **Littlestown Security Cameras:** The security cameras are on backorder and will be installed when received. The Littlestown Friends has agreed to pay for the equipment and installation costs for the cameras. We just need to send them an invoice and a copy of our receipts when installed.

Organizational Chart: Prior to Laura retiring, there was a slight change in the organizational chart of the library. The marketing assistant position was asked to be moved from being under the supervision of the Executive Director to under the supervision of the Development Director since they already work so closely together on projects. While not a major change in organizational structure, it is enough of a change to require board approval for both the auditors and state library.

Friends Groups Reports: The **ACLS Friends** will have a full board at the end of the year. On April 13th and 14th is their Spring Book Sale in the Gettysburg Library garage.

Sharon with the **Littlestown Friends** reported she attended a Garden Club Luncheon. They gave a donation to the Friends. The Littlestown Friends will have their book sale on April 19th and 20th. In May, they will be at the Gettysburg Farmer's Market and in June and July they will be working on the float for the parade.

Harbaugh~Thomas: Marge said they are keeping an eye on a water spot in the library.

Old Business: Feasibility Study Update – The Case for Support will be sent next week. Interviews will be scheduled for first week in May.

Strategic Plan Quarter 1 2024 Action Items (for review) – Heidi would like everyone to review the items. Some items have been carried over. Erica is reviewing the Annual Fundraising Plan.

Google Drive Minute: Kara said several people had difficulty seeing the board packet in the shared drive. She was able to make sure everyone has the correct permissions to view.

New Business: National Library Week cookie delivery. Kara reported on the Board Reunion Event where the Executive committee recommends payment for sandwiches from board designated fund (side dishes/desserts will be provided by board members).

Board review of internet contract with Comcast – contract on shared drive. Will be discussed at next meeting.

Executive Committee: **Motion to accept the updated organizational chart where marketing reports to development.** Confirmation vote to accept the updated Organizational Chart. Julie seconded the motion. There was discussion regarding this chart. All agreed. The motion carried.

Finance Committee: **Motion to close the ACNB money market account because we now use the ACNB custody money market account.** Julie seconded the motion. All agreed. The motion carried.

Jess Shelleman, Littlestown Library Branch Manager, reported on a program they have for adults. Kat, Branch Assistant, is the artsy one and together they created a monthly afternoon Craft Tea craft for adults. Jess said there are anywhere from 10 to 13 adults at these programs.

Mission Moment: Karen said her eight-year-old twin grandchildren asked how the library is funded. They are worried how the library can give books out.

Public Comment Period: No public comments. No discussion.

Adjournment: Heidi asked for a motion to adjourn. Rita motioned and Jessica seconded. All were in favor and the meeting was adjourned at 8:15 pm.

Recorded by:
Wanda Reigle

The next Board Meeting will be April 25, 2024 at 7 pm at the Harbaugh~Thomas Library.