

Adams County Library System
Board of Trustees Reorganization Meeting
April 23, 2020
Zoom Conferencing and YouTube Streaming

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

Also present: Laura Goss, Brandt Ensor, Dawn Smith, Jeff Cann, Jim Gardner

Call to order:

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

Karen introduced a recommendation from the Board Membership and Nominating Committee of the appointment of three board members for three year terms. The board members are:

- Mary Sue Cline for a second, three year term. Jeremy seconded.
- Dorothy Puhl for a second, three year term. Rita seconded.
- Rita Rice for a first, three year term. Genevieve seconded.

Voting took place and tabulated electronically and all three were appointed to a three year term to expire in 2023.

Mary Sue motioned for the voting of the board officers. The board officers being considered:

- Dorothy Puhl, President John seconded.
- Jeremy Garskof, Vice President Dorothy seconded.
- Karen Arthur, Secretary Ray seconded.
- John Kiehl, Treasurer Jeremy seconded.

Voting took place and tabulated electronically and Dorothy was voted President, Jeremy was voted Vice President, Karen was voted Secretary and John was voted Treasurer. All officer's were elected unanimously.

Approval of Board Minutes: 2.27.20 – Dorothy asked for approval of the board minutes. Jeremy motioned to approve, and Ray seconded the motion. All were in favor, and the minutes were approved.

AD/OP: March meeting notes included in board packet, with no further discussion. No meeting in April.

Board Membership and Nominating Committee: March meeting notes included in board packet. Next meeting date to be determined.

Executive Committee Report: the February report is included in the board packet.

Finance Committee: No report in board packet.

Jeff reported on the Balance Sheet and Profit and Loss Reports. He explained the Families First Coronavirus Response Act (FFCRA) is for two weeks of emergency closure pay for employees. The Payroll Protection Plan (PPP) runs from April 17th through June 11th.

Planning & Development: Genevieve explained the Excel spreadsheet sent to the trustees. She reported that the P&D Committee will review the report in detail and incorporate it into strategy for 2021.

She said overall, we are growing in donors and donations, and the relationship between Donor Perfect and QuickBooks is becoming more accurate. For example, in 2015 and 2016, we did not capture donations from Townships and Boroughs in Donor Perfect. We do now.

She mentioned our donor retention rate and that it reflects a national average on the surface, but we are actually tracking higher than average when we factor in gifts from one time donors each year from people giving to someone who has recently passed away. In other words, memorial gifts. Those are typically “one and done” type gifts.

Regarding new donors, the fact that we are still getting over 200 new donors in our fifth year in the development business is very strong. Now we try to retain them.

She announced that although not finalized, Dawn is working with the Signature Event committee to move Alafair Burke’s visit from 2020 to September 17, 2021. Please save the date. More details soon. In its place we will create 1 or 2 virtual fundraisers, based on how much money we need and are able to raise in 2020.

Executive Director’s Report: Report included in board packet. Laura expressed to the board how thankful the employees are at getting paid. She sent several employee Thank You’s to the board. The employees are doing work from home whether it be webinars or programming. They are trying to stay connected to the library.

Friends of the Library: Report in board packet. Jim said the Gettysburg Antique Market has been scheduled for June 13th. As far as the Friends annual book sale, he is waiting for a directive from the State. More information will be forthcoming.

Friends of the Littlestown Library: No report in board packet.

Friends of the New Oxford Library: No report in board packet.

Harbaugh~Thomas Library: No report in board packet.

Jean Barnett Trone Memorial Library: Report in board packet. Richard reported that their lower level renovation is complete and they are waiting to hear back about their Keystone match.

He shared that four homeschooled student applications were received at JBT and they are checking with Bermudian Springs High School for any others.

They are having their board meetings via Zoom. The Community Aid Foundation donations have been suspended.

There are free books/movies/magazines in totes outside the library.

Old Business: East Berlin Conversion to Branch Library – This is On Hold for now. John is working on a MOU – Memo of Understanding.

Gettysburg Library Project -

- Rich Bowra completed his report and would like to present it to the board.
- Rich will be on the agenda for May's board meeting via Zoom Conferencing.

Correspondence: None

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

Dorothy called for adjournment of the meeting. Jeremy motioned, and Karen seconded. Meeting adjourned at 7:45 pm.

Recorded by:
Wanda Reigle

The next Board Meeting will be Thursday, May 28, 2020 @ 7pm via Zoom Conferencing