

Adams County Library System
Board of Trustees
Meeting Minutes of June 22, 2017
Littlestown Library

Board members present: Bob Shuey, President; Tony TenBarge, Vice-President; Karen Arthur, Secretary; John Kiehl, Treasurer; Jeremy Garskof, Dorothy Puhl, Annie Letendre, Mary Sue Cline
Associate Trustees: Don Marritz
Also present: Karla Trout, Laura Goss, Beth Cool, Marge Keller, Josie Pelc, Richard Gawthrop, Marcia Wilson
Excused: Genevieve Felty, Ray Schwartz, Brenda Reyes-Lua, Jim Gardner

Call to order

President Bob Shuey called the meeting to order at 7 pm.

The meeting was held in the conference room of the Littlestown Library, where Valli Hoski, Littlestown Library Branch Manager since May of 2014, spoke about the many programs and services offered by the library. In just 2017 alone they:

- Started monthly outreach programs with Littlestown Senior Center, such as library tours and book talks.
- Expanded STEM and STEAM programs and resources with significant resource donations from area electronics and technology club (CARC).
- Added local music and arts performers to library's summer reading/learning activities.
- Expanded year-round programs with local agriculture education groups, such as Seeing Eye Puppies club, Rabbit Club and Teen Council (4-H).
- Added monthly story time programs by area homeschoolers, such as *Bunny Story Time*.
- Increased partnership with LSH Career/Vocational Advisory Council for special projects with Littlestown Library and students in business/entrepreneurial, administrative services, marketing and agricultural programs.

Valli gave many thanks to Marcia Wilson and Friends of the Littlestown Library for their hard work and dedication and how appreciated they are.

Bob thanked Valli for having the board meeting at the Littlestown Library, and sharing her information.

Bob introduced Amanda Ruhlman with SEK who explained the Audit Review. To quote from the Independent Auditor's Report – Page 2 they remark, "In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Adams County Library System, Inc. as of December 31, 2016 and 2015, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America."

John motioned to accept the Audit Review and Tony seconded. All were in favor. Audit Review accepted.

Both Bob and Karla gave kudos to Beth for a job well done with the audit.

Consent Agenda: Before Bob asked for a motion to accept the Consent Agenda items, he pulled the Executive Director's report for some corrections. He called for a motion, Dorothy motioned and Mary Sue seconded. All were in favor. The motion so moved.

Bob asked for a motion to approve the remaining Consent Agenda Items. A motion was made by John, and seconded by Dorothy. All were in favor. Consent Agenda accepted.

Karla noted in her report there were 39 vendors who participated in FunFest and the correct number is 58. She also shared some late-breaking news that the library requested a grant from ACCF, and we were awarded \$10,452 for the web site. We will try to obtain a Hoffman Grant for the remaining \$28,000.

Motion by John to accept Director's corrected report, seconded by Mary Sue. All were in favor. Director's report accepted.

Friends of the Library: Jim was excused from the meeting and his report is included.

Friends of the Littlestown Library: Marcia Wilson shared information on the events the Littlestown Friends have been working on. **March** activities centered on preparations for two fundraisers, the annual book sale at the end of April and the Littlestown Wine Festival in May. The soup sale showed 329 quarts of soup made over two days at a local church kitchen by members, for a final profit of less than \$2,000. **April** activities included the successful book sale and beginning preparations to participate in the Littlestown Good Ole Days parade and community day in August. This is not a fundraiser, but a way to connect with the community and keep the library in the spotlight. In **May**, there was discussion regarding the types of activities they have been doing, other activities suggested by members and whether there might be a problem with insurance coverage. **June's** meeting included reports on the wine festival and Good Ole Days preparations. The Littlestown Friends receive updates on activities, events, etc. from Valli Hoski, the Littlestown Library Branch Manager.

Marcia's report will be associated with the Board Packet.

Harbaugh~Thomas Library: Marge & Josie were present and the Harbaugh~Thomas report is included.

Trone Memorial Library: Richard Gawthrop from the Jean Barnett Trone Library reviewed his report.

Richard reminded all of the Anniversary Celebration at the library on Sunday, July 16th from 2 to 4 pm. They will have a Donor Tree, Endowments and live entertainment and caterer. All are welcome and encouraged to attend.

He said they will be having a "Burn The Mortgage" Fundraising Campaign with new pledge cards, matching gift funds, education improvement tax credits, and the legacy society. They dreamed about the project – the dream came true – time to retire the mortgage.

There are two Eagle Scout Projects which include outdoor seating near the front entrance, and a bench with a sculpture on the Locust Street sidewalk.

Financial Report: Beth gave the Financial Report. When she submits the June report, there will be a narrative included.

Old Business: Genevieve Felty – Laura Lippman Ticket Process: In Genevieve's absence, this will be discussed at the next Board Meeting.

Harwood Institute: Karla remarked that she, Beth, Laura and Genevieve attended the introductory webinar for information regarding the Harwood Institute. A team of five people (staff and board members) will be able to attend. The participation by libraries in the program will be paid for by LSTA funds, which will include the training fees, travel, hotel and food expenses. This will be in State College, PA.

New Business: Behavior Policy – the AD/OP Committee recommended to the Board to add two disruptive behaviors to the policy. The addition of number 8 – **photography is prohibited without Staff permission** and number 10 – **the library reserves the right to awaken a sleeping person**. Karla related examples of both behaviors that happened in the library. By including them in the Behavior Policy, the staff has more control over these situations. No discussion needed. The Board voted with all being in favor. The item numbers 8 and 10 included into the Disruptive Behavior Policy.

Before adjourning, Bob mentioned the upcoming Dates to Remember:

- Open House – Thursday, June 29th at Harbaugh~Thomas Library from 5 to 7 pm.
Please arrive by 4:45 pm for photo opportunity with Gettysburg/Adams Chamber of Commerce.
- Laura Lippman Event – Friday, September 22nd from 5 to 8 pm.
- Carroll Valley Grand Opening – Saturday, September 30th from 10 to Noon.

No Board Meeting in July. The next Board Meeting (Retreat) will be August 24, 2017 at Gettysburg Library.

Bob Shuey asked for a motion to adjourn. Jeremy motioned, and Karen seconded. The meeting was adjourned at 8:20 pm.

Respectfully submitted,
Wanda Reigle