

Adams County Library System
Board of Trustees Meeting
Thursday, June 22, 2023
Carroll Valley Library

Board members present: Heidi Gillis, President; Kara Boehne-Miele, Secretary; Rita Rice, Treasurer; Ray Schwartz, Rukhsana Rahman, Anna-Mae Kobbe, Julie Ramsey

Associate Trustees: Sue Whaley, Jessica Boyer

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

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

Marge Keller and Josie Pelc, Harbaugh~Thomas Foundation, Sharon and Dave Lentzner, Friends of the Littlestown Library, Angie Piraino, Friends of the New Oxford Library

Excused: Sheila Fleischer, Genevieve Felty, Rukhsana Rahman, Rob Williams, Bettie Bertram, Erica Duffy, John Kiehl, Cathy Dischner

Call to order: Heidi called the meeting to order at 7:00 pm.

Approval of Board Minutes – 5.25.23 – Julie motioned to approve, and Rita seconded. All agreed and the minutes were approved.

Executive Committee: Report in packet. **Strategic Planning:** Heidi said the Strategic Plan will be talked about a bit later in the meeting. **Commissioners:** Heidi will talk about the meeting in Old Business. **July Board Meeting** is optional for July and will be discussed under New Business.

Administration/Operations Committee: Report in packet. Anna-Mae reported that the boiler replacement is underway. The existing boiler will not be dismantled until August. The Social Media and Internet Policies are being reviewed and will be voted on/approved in the next AD/OP Committee Meeting.

Planning and Development Committee: Report in packet. Heidi spoke in Genevieve's absence, and shared that P&D discussed and "mapped" their annual plan for next year.

Board Membership and Nominating Committee: Kara reported there was no meeting in May. At the meeting next Monday, they will discuss potential members. Kara displayed forms in Google Docs that board members have access to. Hopefully, this plan of sharing information and forms will roll out in August.

Finance Committee: Report in packet. Rita said they met with SEK, and Jeff will give the shortened version of the long audit report. Jeff reviewed the Balance Sheet and Profit and Loss.

Jeff also shared that REMCO, the boiler installation company sponsored the One Book Program for two years at \$5,000 per year!

He reported that 27 tickets have been sold for the September Signature Event, out of 95 tickets. \$930 of \$1,000 have been donated toward Susan Walton's endowment. SEK gave a clean audit explaining there are no managerial concerns.

Gettysburg Building Project Committee: Report in packet. Mary Sue distributed the map of the property. RFPs will be sent in next month (July) to be reviewed.

Executive Director's Report – Report in packet. District Consultant Update: Districts do not divide funds up in any county. The Financial Administrator and YCLS Director will join the August Board Meeting via Zoom. SPARK cannot be paid from District funds unless we merge our collections.

Laura was made aware of a collection complaint addressed to the Board. The library user checked out all of the books from the children's "Pride" display and then gave the branch manager the complaint letter.

There was additional discussion regarding the York Adams District in that the Board would like a list of services provided with the funds. Laura said Adams receives delivery from York; ILL; Beanstack and Newsbank. It was requested of Laura to ask if the people attending the August Board Meeting via Zoom could attend in person if the board meeting would be held at the East Berlin Library.

There was discussion on Pride related books and displays in the libraries, and the library's stance on the books and displays.

Friends Groups Reports: Harbaugh~Thomas: Josie commented on the magician that is here at Carroll Valley Library tonight. Her grandson was a helper for the magician.

New Oxford: Angie reported that New Oxford Friends are doing small fundraisers at Sweet Frog and Jersey Mike's. Jersey Mike's is trying to bring in new customers. Angie said the Friends group get together is a good idea. Lots of sharing of ideas.

Littlestown: Sharon said that at their book sale they started with six large boxes of books, and left with two boxes. They were at the Farmers Market the first Saturday of June. They are going to have a float in the Good Ole Days Parade and the theme is Mary Had a Little Lamb.

Old Business: Contract with Seminary.

York Adams District Update: discussed earlier in the meeting.

Meeting with Adams County Commissioners: Heidi, Laura, Brandt and Jeff met with the commissioners to request an increase in funding. Heidi said they listened and seemed receptive to our request.

New Business: Strategic Plan: From Executive Committee: **Motion to approve the acceptance of the Strategic Plan for 2023-2026 with correction of dates on the cover.** Ray seconded the motion. All were in favor, motion so moved.

Google Docs Structure: Kara demonstrated how to get into your email and Google Drive. It was suggested that the Gettysburg Friends should have a shared drive.

July Board Meeting: The July meeting is optional, and it was decided to cancel the meeting.

Strategic Plan Review: Heidi said the plan will be reviewed again in September. She reminded everyone that there are action items for Q3.

Mission Moment: Karen shared two mission moments: While she was "counting" at FunFest, she noticed a little girl and her mother leaving the event with the little girl just screaming because they were leaving. The mother said they had been there since 2:30 pm and it was around 6:30 pm when they were leaving.

Karen's granddaughter did not have a book downloaded properly, so Karen's daughter pulled into Harbaugh~Thomas to use the internet to download the book. Karen's daughter said it was a quiet ride to Lancaster.

Public Comment Period: No public comments. No discussion.

Adjournment: Heidi asked for a motion to adjourn. Rita motioned, and Kara seconded. All were in favor and the meeting was adjourned at 8:24 pm.

Recorded by:
Wanda Reigle

The next Board Meeting will be August 24, 2023 at 7 pm at the Gettysburg Library.