

Adams County Library System  
Board of Trustees Meeting  
June 25, 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 and Richard Gawthrop  
Also present: Laura Goss, Brandt Ensor, Dawn Smith, and Jeff Cann

**Call to order:**

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

**Presentation of the Gettysburg Building Study, Rich Bowra:** He presented the building study and discussed next steps.

**Approval of Board Minutes: 5.28.20** – Dorothy asked for approval of the board minutes. Mary Sue motioned to approve, and Ray seconded the motion. All were in favor, and the minutes were approved.

**AD/OP:** Report in packet. John had no additional comments.

**Board Membership and Nominating Committee:** A meeting is scheduled for July 9<sup>th</sup> at 11:45 am. A report will be included next month.

**Executive Committee Report:** Report in packet.

**Finance Committee:** Jeff reviewed the Balance Sheet and Profit & Loss Reports. John provided a **Motion from the Finance Committee to Approve Fixed Asset Policy, effective 01/01/19, and revise ACLS Board of Trustees Manual accordingly.** Jeremy seconded the motion. After discussion, the motion was passed by the full board.

Non-collection materials to be capitalized.

**Planning & Development:** Genevieve reported that the library raised \$54 in the first hour of posting the Digital Wish Board. We will raise \$5,500 if we sell each of the numbers between \$1 and \$100.

Jamie Ford Virtual Sequel: we netted \$1,600.01. 72 tickets were purchased, and 64 households watched live so we had more than 100 people “attend.” 3 ticket holders missed the live Zoom and were sent the recording. People can purchase the recording for the same \$25 ticket price. We received at least 3 additional donations from attendees who loved the event and wanted to give more!

The Signature Event committee is in the process of planning one more author interview on Zoom, if we can secure an author at no cost.

The Adams County Community Foundation Covid-19 Relief Fund committee reviewed our grant application today. Dawn asked for \$10,000 for cleaning and sanitizing supplies for the 5 library branches.

Dawn is currently completing the Giving Spree and Robert C. Hoffman grant applications.

**Executive Director's Report:** Laura wanted to note that we do not need to use specific language for wearing masks. Staff should feel confident with the third paragraph, second sentence of the preamble of the Behavior Policy, which states "The library staff has basically the same rights. Each member of the staff should be able to do his/her work free from harassment, abuse, discomfort, and undue psychological stress."

Reopening for public computer use, copying and faxing by appointment on July 6<sup>th</sup>. High usage of cloudLibrary continues – since March 14<sup>th</sup> we have gained 509 new users. Over 300 library cards issued or renewed during closure.

Library to Go off to an excellent start at all branches. GOAdams program begins July 1, participants must sign up for Summer Quest to participate.

Jess L. has successfully schedule Jason Fagone the One Book author for a virtual visit on October 20<sup>th</sup> at 6:30 pm.

ACCF COVID 19 grant:

- In the May round, the ACLS received \$6300 for purchase of additional ebooks, eaudios. This has been divided equally for adult ebooks, adult eaudios and children's ebooks.
- ACLS has applied for the June round, asking for COVID-19 supplies (cleaning, sneeze guards, storage cabinet for CV.)

Other grants:

- Hoffman grant due July 15 – we will ask for a grant to purchase single seating options for Gettysburg and New Oxford.
- Stabler Foundation and Wareheim Foundation – ACLS will ask for funds to hire an architect for the next steps in Building Study.

**Friends of the Library:** No report in board packet. The Friends have voted to cancel the book sale for this year.

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

**Friends of the New Oxford Library:** No report in board packet. They are not meeting because they have no events, but they are brainstorming for future events.

**Harbaugh~Thomas Library:** No report in board packet.

**Jean Barnett Trone Memorial Library:** Report in board packet. Richard reported that Kathy Horn is retiring after 24 years. She will come back as a volunteer. Their bookkeeper is resigning, too, to care for her grandchildren. It was suggested that East Berlin try to find a person who could do both jobs.

They are implementing a Summer Food Program beginning on July 5, 2020. They will be feeding 100 children in the Gettysburg, Biglerville, Dover and East Berlin areas, three to five times per week.

**Old Business: East Berlin Conversion to Branch Library** – John drafted a MOU (Memo of Understanding) to be reviewed before providing to East Berlin.

**Gettysburg Building Study** – The question was asked as to whether we need to form an AD HOC committee. A separate committee should be formed, and the committee should be other than board members.

As a side note: Karen made the board aware that an appraiser came from Carlisle to appraise art work. She took photos and asked questions. A report will be forthcoming.

**New Business: ACLS Plan for Reopening in Green Phase:**

**Motion from Executive Committee: Approve opening all branches of Adams County Library System on July 6, 2020, to allow patrons to use computer and faxing services.**

Mary Sue seconded the motion. The discussion included having patrons call to make an appointment to use the computers, faxing and copying. The computers would be on CASSIE and after an hour the computer would turn itself off. We would continue Library to Go.

The full board approved the Plan for Reopening. There were no dissenting votes.

**Correspondence:** Letter from Adams County Commissioners recognizing the appointments of Mary Sue Cline to her second three-year term, Dorothy Puhl to her second three-year term and Rita Rice to her first three-year term.

Unrelated to correspondence, the question was asked when do the auditors (SEK) want to present the audit? Jeff said it'll be next month indicating July.

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

Dorothy called for adjournment of the meeting. Karen motioned, and Jeremy seconded. Meeting adjourned at 8:48pm.

Recorded by:  
Wanda Reigle

The next Board Meeting will be Thursday, July 23, 2020, Location TBD - 7pm