

Adams County Library System
Board of Trustees Meeting
Third Floor Meeting Room – ACLS Headquarters
July 22, 2021

Board members present: Dorothy Puhl, President; Heidi Gillis, Vice-President; Karen Arthur, Secretary; Genevieve Felty, Ray Schwartz, Rukhsana Rahman

Associate Trustee: Matt Lowenthal

Also present: Brandt Ensor, Jeff Cann

Excused: Laura Goss, Rita Rice, Mary Sue Cline, Kara Boehne-Miele and John Kiehl

Call to order:

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

Approval of Board Minutes: 6.24.21 – Dorothy asked for approval of the board minutes. Karen motioned to approve, and Genevieve seconded the motion. All were in favor, and the minutes were approved.

Executive Committee Report: Report in packet.

AD/OP: No meeting in July.

Board Membership and Nominating Committee: Report in packet. Discussed potential community members to serve on Library Board of Trustees. More information to come on interested candidates.

Finance Committee: Report in packet. Jeff briefly discussed the Balance Sheet and P&L statement for June 2021. Jeff included the auditor's final report in the packet.

Planning & Development: No meeting in July. Before moving to California, Dawn included her last P&D report to the committee. Report in packet.

Gettysburg Building Project Committee: Report in packet. Dorothy explained to the board the architectural firms interviewed and the process used to narrow down the field to just one firm.

The firm selected by the committee is HBM Architects and she explained why. The firm is based out of Cleveland, OH since 1976. They only do libraries. The committee visited the Penn State Hershey College Medical Center Library and they did an outstanding job. They contracted with an engineering firm, Barton, from York. They contracted with a landscaping company from Harrisburg. Dorothy asked for ratification of the committee's selection.

HBM is to provide concept design based on Rich Bowra's study for a 27,000 sq. ft. library. The pricing of \$47,500 will stand for a year, and we have until December 15, 2021 to hire them. We own the conceptual drawings.

Ratify selection of HBM Architects to provide conceptual design/schematic drawings for a new ACLS Headquarters and branch library.

Karen made a motion to ratify HBM and Heidi seconded. A vote was taken and everyone said yes to ratify the selection of HBM Architects.

Dorothy reviewed the several building sites available. The board all agreed 100% there needs to be a library presence in town. The search for a site continues.

Executive Director's Report: Report in packet. In **Personnel** news – the New Oxford Branch Assistant is currently in the interview process. The Development Director and the Marketing Assistant is in process. The Public Services/Tech Services position has been reopened.

Richard Thrasher, library attorney, is still in negotiations on the terms of the lease with Littlestown Borough.

The new rubber roof on the High Street porch overhand has been completed and has passed inspection. The next step will be to have the interior damage repaired.

Work has begun to determine salary ranges for all employment levels. A three-part OCL HR webinar series has started us on a review of onboarding/offboarding procedures, file retention, and a procedure manual among other tasks.

The Building Committee has selected the architecture firm it feels will best suit the needs of the ACLS. As a result of information/ideas gathered during our interview process, Laura hopes to obtain some grants so that we can “mock up” improvements that will be part of a new library space. Display units for new items, shelving on casters and making the 2nd floor space more flexible are being considered. Anything that we purchase will need to be able to be transferred to a new building.

Mission Moment: Dorothy shared the 6/5/21 Letter to the Editor where a Fairfield resident and library patron complimented the staff at the Carroll Valley Library for their professional and friendly demeanor, and their creativity.

Public Comment Period: No discussion. No public comments.

Dorothy asked for a motion to adjourn. Genevieve motioned and Karen seconded. All were in favor and the meeting adjourned at 7:45 pm.

Recorded by:
Wanda Reigle

The next Board Meeting will be Thursday, August 26, 2021 at the Gettysburg Library - 7pm.