

Adams County Library System
Board of Trustees Meeting
Thursday, August 24, 2023
Gettysburg Library

Board members present: Heidi Gillis, President; Sheila Fleischer, Vice-President; Kara Boehne-Miele, Secretary, Genevieve Felty, Ray Schwartz, Rukhsana Rahman, Anna-Mae Kobbe (via Zoom), Julie Ramsey

Associate Trustees: Sue Whaley, Rob Williams, Jessica Boyer & Bettie Bertram

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

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

Three potential associate trustees were present: Kathleen Pratt, Theresa Arias & Lisa Shower

Excused: Erica Duffy, Marge Keller, Josie Pelc, Angie Piraino, Cathy Dischner

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

Approval of Board Minutes – 6.22.23 – Genevieve motioned to approve, and Sheila seconded. All agreed and the minutes were approved.

York Adams District Update/Questions: Robert Lambert, John Miller and Susan Linton from the York County Library System/York Adams District attended via Zoom. There was a list of questions from the ACLS Board of Trustees sent to them previously and they answered the questions. Their answers produced more questions. The bottom line from York County is Adams County is supported by people and services from York County.

Kara shared that the board has identified the problem and to continue to seek more detailed answers. The next steps are to email them additional specific questions.

Executive Committee: Report in packet. The committee reviewed the bylaws, and reviewed progress on the Strategic Plan. More on the Strategic Plan later in the meeting.

Administration/Operations Committee: Report in packet. Anna-Mae reported that the boiler has been removed and the new boiler will be installed in September. The Social Media and Internet Policies were reviewed and will be voted on/approved later in this board meeting.

Planning and Development Committee: Report in packet. There was no meeting in August. Genevieve asked if members could please hold off RSVPing to the Wine, Cheese and Art as this event is for potential new donors. Genevieve reported some statistics as to how people discovered the music programs by Simple Gifts.

Board Membership and Nominating Committee: Report in packet. Kara reported that there are three or four potential associate trustees at the board meeting tonight including Kathleen Pratt, Lisa Shower and Theresa Arias.

The committee is also looking to streamline the onboarding process of trustees.

Finance Committee: Report in packet. Jeff reviewed the Balance Sheet and Profit and Loss. Jeff said he is finalizing the 990 form now. This is the state registration for non-profit status.

Gettysburg Building Project Committee: Report in packet. In Mary Sue's absence, Sue and Heidi chaired the meeting. Sue had nothing to add as she said the report speaks for itself, and there were no questions.

Executive Director's Report – Report in packet. Laura reported that the 2023 SummerQuest is completed. Overall, 1,111 children, teens and adults registered. Reading and programming statistics are being collected through August, so we should have a more complete view of participation in September.

Removal of the old boiler is completed. During the 9-day closure of the Gettysburg building:

- ✓ unneeded items in the boiler room have been removed and disposed of, all housekeeping supplies have been moved to the janitor and storage closets on the third floor;
- ✓ staff has been reassigned to the branches to complete a system-wide inventory of all collections and weeding of the children's non-fiction collection;
- ✓ carpeting on the third floor and storytime rug in Youth Services have been cleaned;
- ✓ three areas affected by leaks have been re-plastered – High Street entry, large meeting room and staff room;
- ✓ LED lighting in the Baltimore Street vestibule, teen area and garage has been repaired/blubs replaced;
- ✓ Fan has been replaced in the staff restroom and fan repaired in a public restroom.

The replacement boiler is expected to be installed in September. We do not expect that the library will need to be closed during the installation.

Friends Groups Reports: No reports.

Old Business: AD/OP Committee: **MOTION TO APPROVE** the Social Media and Internet Use Policies that were distributed for review at the June board meeting. Ray seconded the motion. Everyone voted yes and the motion was so moved.

Required board member clearance and statements of confidentiality, code of conduct, and conflict of interest statements: Heidi said the recorder of the minutes will contact you when your clearances are due for renewal.

New Business: Building Committee: **MOTION TO APPROVE** Goettler Associates as consultants to provide services for feasibility study at the cost of \$32,500 + travel expenses upon review by the Building Committee. Sheila seconded the motion. Everyone voted yes and the motion was so moved.

Strategic Plan: If you are responsible for action items, Heidi would like you to report on the progress or completion.

Mission Moment: Dorothy referenced the recent Letter to the Editor in the Gettysburg Times regarding IT at the library.

Laura said a local woman lost her keys which had the small library card fob on it. The finder of the keys contacted the library and it was because of the library fob that they were returned to their rightful owner.

Public Comment Period: No public comments. No discussion.

Adjournment: Heidi asked for a motion to adjourn. Genevieve motioned, and Sheila seconded. All were in favor and the meeting was adjourned at 8:27 pm.

Recorded by:
Wanda Reigle

The next Board Meeting will be September 28, 2023 at 7 pm at Trone Memorial Library in East Berlin.