

Adams County Library System  
Board of Trustees Meeting  
Third Floor Meeting Room – ACLS Headquarters  
August 26, 2021

Board members present: Dorothy Puhl, President; Heidi Gillis, Vice-President; Karen Arthur, Secretary; Rita Rice, Treasurer; Mary Sue Cline, Ray Schwartz, Kara Boehne-Miele

Also present: Laura Goss, Brandt Ensor, Jeff Cann, Sharon Graff, Marge Keller, Josie Pelc, Mary Lou Berg, Angie Piraino

Excused: Genevieve Felty, Rukhsana Rahman, Matt Lowenthal

**Call to order:**

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

**Approval of Board Minutes: 7.22.21** – Dorothy asked for approval of the board minutes. Karen motioned to approve, and Rita seconded the motion. All were in favor, and the minutes were approved.

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

**AD/OP:** Report in packet. Mary Sue said the desk in Laura's office was a prize item. She asked if anyone knew of anyone who would like to buy it.

**Board Membership and Nominating Committee:** Karen requested that if any board member has a suggestion for new members to please let her know.

**Finance Committee:** Report in packet. The committee discussed whether or not the Board Member Appreciation funds of \$820.00 should be allocated within the 2022 budget. The committee decided there was no clear urgent need and the money should be held.

Jeff reviewed the Balance Sheet and Profit & Loss. Jeff declared the Friends of the Library had a wonderful, significant book sale resulting in \$26,000!

Jeff shared that an RFP went out for auditing services and six firms responded. Jeff reviewed the audited financial statement from SEK.

Jeff reviewed the 990s. The board had no questions. He commented the Management Load should be 1% and ours is 18%!

**Planning & Development:** No meeting in August. Genevieve, in consultation with others, canceled the donor event planned for October due to the resurgence of COVID in Adams County.

**Gettysburg Building Project Committee:** Report in packet. Mary Sue reported that we'll be signing a contract with HBM Architects. Laura talked with the Seminary. The committee has not ruled anything out. Everything is still on the table. We are creating a 5-year maintenance plan for the Gettysburg Library.

**Executive Director's Report:** Report in packet. In **Personnel** news – Laura was excited to report a Development Director has been hired. She will start work after her clearances have been received. The Marketing Assistant position has been put on hold until the DD is hired and can be part of the interviewing and hiring process.

Work has continued on the salary ranges for all employment levels. Any salary increases will result in the need for an additional and sustained funding stream. Brandt, Jeff and Laura are exploring options for this.

Laura reported about the water encroachment into the basement in East Berlin and how it can be remedied.

**Friends of the Library:** Sharon shared what a successful book sale they had. She especially thanked Dawn because she gave them the “road map” and initial help. She thanked the New Oxford Friends for supplying the food truck. The Book Sale for 2022 will be three days with one day of set-up.

**Friends of the New Oxford Library:** Mary Lou reported on a successful fundraiser on flea market day in New Oxford. In November, they will host a “Meet the Librarian”. Mary Lou thanked Angie for securing the food truck and being creative. Angie said everything is ready for their membership mailing.

**Old Business:** None.

**New Business:** None.

**Mission Moment:** Karen mentioned she took her two 6-year-old grandchildren to the Friends book sale. They were elated to get free books and be able to keep them. When a yellow bird was mentioned to the children by their mother her grandson said it was a finch and referred to the book he received from the book sale that just happened to be lying on the kitchen table. He was able to show his mother a picture.

**Public Comment Period:** No discussion. No public comments.

Dorothy asked for a motion to adjourn. Heidi motioned and Rita seconded. All were in favor and the meeting adjourned at 7:55 pm.

Recorded by:  
Wanda Reigle

The next Board Meeting will be Thursday, September 23, 2021 at the Gettysburg Library in the 3rd floor meeting room at 7pm.