

Adams County Library System
Board of Trustees Meeting
Gettysburg Library
September 22, 2022

Board members present: Heidi Gillis, Vice-President; Kara Boehne-Miele, Secretary; Rita Rice, Treasurer; Mary Sue Cline, Rukhsana Rahman, Anna-Mae Kobe

Associate Trustees: Sheila Fleischer & Julie Ramsey

Also present: Brandt Ensor, Assistant Executive Director; Jeff Cann, Financial Director; Erica Duffy, Development Director

Josie Pelc and Marge Keller, Harbaugh~Thomas Foundation; Sharon Graff, ACLS Friends; Angie Piraino, New Oxford Friends

Excused: Dorothy Puhl, Genevieve Felty, Ray Schwartz, Susan Whaley, Karen Arthur, John Kiehl, Laura Goss, and Sharon Lentzner.

Call to order: Heidi Gillis, Vice-President, called the meeting to order at 7:06 pm.

Approval of Board Minutes – 8.25.22 – Mary Sue motioned to approve, and Julie seconded. All agreed and the minutes were approved.

Executive Committee: Report in packet. No questions or discussion.

Administration/Operations Committee: Report in packet. No questions or discussion.

Board Membership and Nominating Committee: Kara reported that the next meeting will be October 3, 2022 at the Gettysburg Library. Sue Whaley is the new Associate Trustee and will serve on the Building Committee and P&D Committee.

Finance Committee: Report in packet. Jeff reviewed the Balance Sheet and P&L Statement for August 2022.

Rita remarked that the preview of the 2023 Budget will be in October and a vote will take place in December.

Motion: Implement the 2023 proposed employee raises of 6% or \$1, whichever is more, with the first pay period in October 2022. Since Dorothy previously motioned, Mary Sue seconded. There was discussion as to when the raises would be implemented. It was determined the raises will be implemented on October 1st to reflect on the pay period ending October 11th for pay date of October 14th. All agreed and the motion so moved.

Planning and Development Committee: Report in packet. No questions or discussion.

Gettysburg Building Project Committee: No meeting in September. Mary Sue reported that we have not heard anything yet. The next meeting will be strategic planning.

Executive Director's Report – Report in packet. In Laura's absence, Brandt gave a brief overview of Laura's report.

Programming: Adams County Reads One Book programming will start in October. There are 20 programs planned, including book discussions and presentations that will take place in the branches and virtually.

Personnel: Two positions are open: Full-time Administrative Assistant (40 hours a week) in the Gettysburg Branch and full-time Public Services Assistant (34.5 hours a week) in the East Berlin Branch.

Grants: The Library System received a \$2000 grant from the Gettysburg Rotary Club to update the holiday collection for children. Over 200 books were ordered and are now being processed for circulation and programming.

Friends Groups Reports: Sharon Graff from the ACLS Friends reported they were at the Farmers Market the first Saturday in September and sold books by donation. They made \$100. They will participate in the Christmas activities in Gettysburg this year.

Josie and Marge from the Harbaugh~Thomas Foundation said they now have new flooring in the meeting room, and the flooring is gorgeous. They will host the author of *To The Pond* for story time. Harbaugh~Thomas averages about 25 to 30 children for story time.

Angie from New Oxford Friends says they are having a fundraiser on October 16th – Paint Night – at Brookmere Winery in New Oxford. The painting will be a snowman on wood. It's \$40 per person. The Friends are working on the M.O.U. and will revisit the by-laws to get them ready for January.

Old Business: Board Retreat to develop a strategic plan. Heidi said she will send the poll for availability tomorrow and the retreat would be in March or April, 2023.

New Business: No new business.

Mission Moment: Brandt shared this Mission Moment from another staff member. Robyn (YS Librarian) was sitting in a waiting room at a local medical facility and she overheard a woman saying she was having trouble reading her book. Another woman told her about the library and the resources available, such as large print books, audio books, etc.

They did not know Robyn works at the library, and she didn't tell them. It was enlightening to her to overhear the interaction and positive information being shared about the library.

Public Comment Period: No discussion. No public comments.

Adjournment: Heidi asked for a motion to adjourn the meeting. Rita motioned, and Julie seconded. The meeting adjourned at 7:40 pm.

Recorded by:
Wanda Reigle

The next Board Meeting will be October 27, 2022 at the Carroll Valley Library at 7 pm.