

Adams County Library System  
Board of Trustees  
September 26, 2019  
Jean Barnett Trone Library (East Berlin)

Board members present: Jeremy Garskof, Vice-President; Karen Arthur, Secretary; Mary Sue Cline, Ray Schwartz & Rita Rice

Associate Trustees present: Don Marritz & Heidi Gillis

Also present: Laura Goss, Brandt Ensor, Jeff Cann, Marge Keller, Josie Pelc and Angie Piraino

Excused: Dorothy Puhl, John Kiehl, Genevieve Felty, Richard Gawthrop, Dawn Smith

**Call to order**

Vice-President Jeremy Garskof called the meeting to order at 7:00 pm.

**Approval of Board Minutes:** 8.22.19 - Jeremy asked for approval of the board minutes. Karen motioned to approve, and Mary Sue seconded the motion. All were in favor, and the minutes were approved.

**Board Membership and Nominating Committee:** Karen said the committee is always looking to cultivate potential board members. Their next meeting is November 18<sup>th</sup>. The officers of the board are thinking about succession planning.

**Executive Committee Report:** Concerning possible consolidation between ACLS and East Berlin, John Kiehl is representing ACLS, and Marion Mitchell, Bill Goldberg and Richard Gawthrop are representing East Berlin. Laura Goss and Brandt Ensor from ACLS will be present for discussions.

The Executive Committee is working with Laura from hire date to the present time to evaluate her area of growth and professional development. Her next evaluation period is from October 2019 to September 30, 2020.

**AD/OP Committee:** Notes are in the packet. Rita reported on the All Staff Meeting in August. Jeremy and Mary Sue attended the meeting and enjoyed the diversity learning exercise.

The next All Staff Meeting (Staff Development Meeting) will be on October 7<sup>th</sup> at the Harbaugh~Thomas Library. Dawn will speak about Development 101 then staff will make a reindeer ornament for the library Christmas tree. The tree will be put up the 1<sup>st</sup> week in November.

Also on the All Staff Meeting Agenda will be Dementia training from Dementia Friends from Cross Keys Village.

**Finance Committee:** Jeff reviewed the Balance Sheet and Profit & Loss Reports. Jeff, Laura and Brandt are working toward a balanced budget.

Jeff is working on obtaining quotes for Property, Liability and Worker's Comp Insurances.

**Executive Director's Report:** DLC Meeting – One topic discussed at the September 5-6 was finding comparable libraries within PA to compare your library with, meaning population of service area, number of outlets, urban vs rural, etc. It looks like a good way to begin to determine which statistics are important. If ACLS figures vary widely...do we need to fix it and what is causing it?

IT – Fiber connections are in place in all branches. Tom has turned on the connections in all branches now.

Harbaugh~Thomas Teen Center – The grand opening and open house will occur on Thursday, October 10 from 5-7 pm.

Donations – A group of donors has funded the purchase of new training tables for the 3<sup>rd</sup> floor meeting room. They arrived and were assembled on Tuesday.

Dawn is hoping to develop another Signature Event for the 4<sup>th</sup> year in a row. She will start looking for authors.

**Friends of the Library:** Report included in packet.

**Friends of the New Oxford Library:** Angie Piraino remarked that they now have by-laws. They are looking for new fundraising ideas. Having a “tea” was suggested and having food trucks at events. She discovered food trucks don't want competition. She learned that a table would be helpful at the annual book sale.

**Harbaugh~Thomas Library:** Marge shared that they are really excited about the Teen Area and looking forward to the Open House and Teen Zone Game Night.

**Old Business: East Berlin Agreement/Possible Consolidation:** There will be a probable October meeting with ACLS and EB representatives, along with John Miller – District Consultant.

**New Business:** Motion to add Brandt Ensor, Assistant Executive Director, to the Corporate Deposit Resolution in order to co-sign checks issued by the Adams County Library System. Ray motioned, and Mary Sue seconded the motion. A vote was taken, all were in favor, and the motion carried.

Jeremy called for adjournment of the meeting. Ray motioned and Rita seconded. Meeting adjourned at 7:45 pm.

Recorded by:  
Wanda Reigle

The next Board Meeting will be Thursday, October 24, 2019 @ the Gettysburg Library @ 7pm.