

Adams County Library System
Board of Trustees
December 5, 2019
Gettysburg Library

Board members present: Dorothy Puhl, President; Jeremy Garskof, Vice-President; Karen Arthur, Secretary; John Kiehl, Treasurer; Mary Sue Cline, Genevieve Felty, Ray Schwartz, Rita Rice, Richard Gawthrop, Don Marritz, Heidi Gillis

Also present: Laura Goss, Brandt Ensor, Dawn Smith, Jeff Cann, Jim Gardner, Sharon Lentzner, Kathy Erkert

Excused: Angie Piraino, Marge Keller & Josie Pelc

Call to order

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

Approval of Board Minutes: 10.24.19 – Dorothy asked for approval of the board minutes. Jeremy motioned to approve, and Rita seconded the motion. All were in favor, and the minutes were approved. The Board Minutes were approved with the understanding there is a minor correction.

AD/OP: John noted the report is included in the packet and a correction is needed under Donation. Point of View donated \$15,000 for our most urgent needs. This will be corrected in the AD/OP meeting notes of November 14, 2019.

Board Membership and Nominating Committee: Notes from the meeting are in the packet. Karen said the committee will meet again in January. More information to come.

Executive Committee Report: included in board packet.

Finance Committee: John reported on the Finance Committee meeting Minutes which are attached.

Jeff reported he was notified of a bequest to the library.

Jeff reported that the Harbaugh~Thomas Foundation reimbursed ACLS \$33,000 for furniture and electronics purchased for the Teen Room at the Harbaugh~Thomas Library.

Jeff gave the report on the Balance Sheet and P&L Report.

Planning & Development Committee: Genevieve thanked the board for the good work they are doing on the contacts made and using the board portfolios as a guide and reference.

Genevieve relayed that Jess Laganosky (Chair of the 75th Anniversary Celebration) inquired what the board's expectation is for the celebration. Is there a particular budget?

For the 75th Anniversary it is suggested for more momentum having a shorter event; maybe one month or maybe six weeks.

The board discussed the celebration. Genevieve suggested to have FunFest and the 75th Anniversary together.

Rita agrees with wrapping it up with FunFest and have each branch do a program one day regarding the 75th Anniversary.

The programming for the anniversary needs to be in all branches or other venues in town surrounding 75 years.

Another suggestion is to tie the 75th Anniversary into FunFest, the Signature Event and Sponsor Appreciation (National Library Week) in April.

It is felt the board needs to suggest a budget or monetary parameter for the 75th Anniversary.

Dawn reviewed the Signature Event Report and Year End Fundraising Plan.

Executive Director's Report: Laura reported that the ACCF will be holding an event on December 13th at 8:30am at HACC Gettysburg for "check distribution and special announcements."

The "Be a Dear" campaign is underway. The tree is being decorated with the cards returned with donations.

Laura shared that an unexpected but welcome \$15,000 grant from Point of View Foundation will be used to fund the Gettysburg Building Study (\$5,500), iPad online library catalogs for libraries that don't have them (\$2,500), re-caulking of the Gettysburg Building to stop leaks (\$4,250) and the residual amount will be put toward hand driers for the bathrooms in the Gettysburg Building.

Dawn, George and Laura met with Lauren Muzzy and Karen Arthur from ACNB to make a report about the My First Card program and to ask for continued funding. We are hopeful that this partnership will continue.

Laura reported that she met with Randi Hartman to discuss how the ACLS can best support the member library. Currently, she is happy with Brandt's availability and tutelage as she begins as Director. She and Laura are planning to meet monthly so that the lines of communication are open.

Friends of the Library: Jim Gardner reported that there were between 40 and 50 attendees at the Friends Annual Meeting in November held at the Harbaugh~Thomas Library.

Friends of the Littlestown Library: Sharon Lentzner is the new president of the Littlestown Friends. She reported that Christmas on the Square will be held December 7th.

Friends of the New Oxford Library: Report included.

Harbaugh~Thomas Library: Report included.

Jean Barnett Trone Memorial Library: Richard Gawthrop reported East Berlin will have the same board in 2020. He also mentioned that East Berlin's decorated pig won a blue ribbon at the Giving Spree!

Old Business: East Berlin Consolidation: Report from the Committee to move forward and discussion ensued.

Old Business: Changes to Employment Policies:

- Accrued Leave
- Education Reimbursement
- Short/Long Term Disability
- Org Chart Changes

Laura explained that in a prior Executive Committee Meeting, the changes were discussed. She distributed the proposed policy changes to the board for their review.

Dorothy asked for a motion to Approve Employment Changes. Mary Sue motioned and Ray seconded the motion. All were in favor, and the motion carried.

New Business: Resolution passed to change to a 401K plan brokered through Hockley and O'Donnell Insurance Agency, effective January 1, 2020, with Laura Goss as plan administrator.

This is a motion from the Finance Committee and Jeremy seconded. ACLS will match up to 5%.

Correspondence: None

Discussion Point/Public Comment Period: None

Executive Session – Personnel Matter: The board went into Executive Session at 8:34 pm to discuss a personnel matter. The board returned to regular session at 8:40 pm. Motion from Jeremy and seconded by Genevieve: In recognition of the work she has done since becoming Executive Director, award Laura Goss a bonus, and pay associated taxes. Motion passed unanimously.

Adjournment: 8:42 pm.

Recorded by:
Wanda Reigle

The next Board Meeting will be Thursday, January 23, 2020 @ Gettysburg Library – 7 pm