

## **Allegany County Library Board of Trustees**

Regular Meeting

August 14, 2018

Frostburg Library– 4:00 p.m.

### **PRESENT:**

Bill Devlin, Deb Hendrickson, Stephanie Marchbank, Terry Michels, Jason Willetts, Laura Shelton, Ashley Swinford, and John Taube.

The meeting was called to order by Bill Devlin.

A motion to accept the minutes of the regular meeting of the May 8, 2018 meeting was made by Jason Willetts seconded by Stephanie Marchbank and was approved.

- Review of Usage Statistics
- Review of Income & Expense Report for the months of May, June, and July 2018.
- Review of Special Accounts

A motion to accept both the statistical report and the financial reports of May, June, and July 2018 was made by Deb Hendrickson seconded by Terry Michels and was accepted.  
(note: Stephanie Marchbank was not present for this vote.)

### **PRESENTATION:**

Ashley Swinford, our Online Services Specialist provided a review of our new website. The website goals were to brighten up and modernize our web presence.

### **NEW BUSINESS**

#### **FY2019 Operating Budget -- Review and Approval**

John and the Board reviewed the operating budget presented at the meeting. John noted that the increase in funding from the state is primarily going to the cost of keeping the doors open across the library system. There were some staff transfers and adjustments to the budget to reflect the actual income and expenses from recent years.

After review and discussion, Terry Michels moved to approve the FY 2019 Operating Budget as presented. The motion was seconded by Stephanie Marchbank and was approved by the Board.

#### **Completion of our Annual Ethics Compliance forms**

As part of Allegany County Government ethics regulations, Library Board members and the Executive Director complete an Annual Ethics Compliance Form. John files it and sends a copy to the County Ethics Board for their files. The Board members present filled out their forms and returned them to John. John will contact John Persons and Tom Finan to get their forms completed.

### **Review and Approval of Statewide Cooperative Borrowing and Resource Sharing Agreements**

Board members reviewed the statewide Cooperative Borrowing and Resource Sharing agreements with other Maryland Public Libraries. After understanding the agreements goals, the Board verbally agreed to accept Board Chair, Bill Devlin signing the documents on their behalf.

### **Senator Edwards Proposed Visit to a Board Meeting**

John suggested that the Board extend an invitation to Senator George Edwards for the the October meeting. John's suggestion was based on thanking him for the his and the state's support over the last 2 years for operating and capital projects. John also suggested we host him at South Cumberland Library to share the results of the state capital funding. The Board agreed with John's suggestion.

## **UNFINISHED BUSINESS**

### **Washington Street Library Columns - Update.**

Work Started in late July but work has been delayed by rain. The firm is adjusting its schedule so it can meeting the desired timeline. The Maryland Historic Trust did not fund the County's grant application to restore the pediment and windows in the library. While disappointing, we will have to approach the remaining repairs in a phased manner.

### **Library Board Roster**

Board members Deborah Hendrickson, Terry Michels, and John Persons have been re-appointed to a second term. Their terms will end on June 30, 2023.

### **Upgraded Paid Time Off Policies**

Work is progressing on upgrades to our paid time off policies to ensure compliance with the Maryland Healthy Families Act. John plans on having the upgraded policies on the September 2018 agenda.

## **PUBLIC COMMENT**

## **ANNOUNCEMENTS and UPDATES**

We have upgraded the number of loans per month from 4 to 5 on Hoopla. Hoopla is one of our loanable movie, books, and audiobook content providers.

### **Lavale Library Renovation - update**

Our application was submitted and no follow up telephone call was necessary during the scheduled appointment.

Play Learn and Grow tables have been installed at LaVale and George's Creek. Nine Interactive wall panels have been installed at South. These promote play and learning for ages 18 months to 5 years. They have been funded in part by WMRL and a IMLS grant.

The Department of Public Works has replaced the parking lot lights at South with LED fixtures. They have also agreed to assist in mowing at LaVale Library.

The Programming Department has added pool passes to the list of Summer Reading Program prizes at both Constitution Park and Frostburg pools.

The Community Trust Foundation Board of Trustees has awarded the Allegany County Library a grant in the amount of \$3,000 for the Summer @ Your Library program. This award is funded through the CTF's Ted A. Wolfe Community Fund.

ACLS has revised its visitor pass policy. Previous practice was to limit a computer user without a library card to two (2) visitor passes. Given the decrease in demand for library computers and to bring our computer use in line with our other "in the library" policies, we have eliminated the limit on the number of visitor passes. Patrons who may owe too much to borrow library materials, may still get a visitors pass to use computers inside a ACLS library. They can get 1 visitor pass each day, and they will also be advised as to how they may be able to reduce their outstanding balance.

Maryland Digital eBook Consortium has agreed to add magazines to the consortium. We have added a little over 50 magazine titles as of August 1, 2018.

ACLS staff is drafting a WMRL Service Enhancement Grant Application to partially fund the Program Specialist 2 position, the Staff Services Specialist position, and upgrade the programming spaces at the George's Creek and Washington Street Libraries.

The Maryland State Library has announced its intention to offer another cycle of grant funding this year. ACLS staff is researching the possibility of joining the ILS consortium in Western Maryland and would apply for these funds to accomplish the migration.

The Programming Department has prepared Homeschooling Kits for check out from the libraries. The kits contain a mixture of books, games, and manipulatives and subjects included Art, Astronomy, Geography, U.S. History, and Science.

## **UPCOMING PROGRAMS**

Next Board Meeting is Tuesday, September 11, 2018 at 4PM at the Westernport Library.