

Allegany County Library Board of Trustees

Regular Meeting

September 11, 2018

Washington Street Library– 4:00 p.m.

PRESENT:

Bill Devlin, Deb Hendrickson, John Persons, Terry Michels, Jason Willetts, and John Taube.

The meeting was called to order by Bill Devlin.

A motion to accept the minutes of the regular meeting of the August 14, 2018 meeting was made by Jason Willetts seconded by Deb Hendrickson and was approved. (note: Terry Michels was not yet present for this vote)

- Review of Usage Statistics
- Review of Income & Expense Report for the months of August 2018.
- Review of Special Accounts

A motion to accept both the statistical report and the financial reports of August 2018 was made by John Persons seconded by Terry Michels and was accepted.

NEW BUSINESS

Review and Approval of Personnel Policies updated in response to Maryland Healthy Working Families Act

The Maryland General Assembly passed the Maryland Healthy Working Families Act this past session. In response to those changes, we have updated numerous affected personnel policies.

John Taube and the Board reviewed the following updated Personnel Policies:

- Sick and Safe Leave
- Death in the Family
- Personal Time Leave
- Probationary Period
- Vacation
- Employment Classification
- Insurance Benefits
- Court Summons
- Jury Duty
- Overtime and Overtime Pay
- Staff Ombudsperson
- Holidays
- Attendance

- Fair Treatment and Grievance Procedure
- Leave of Absence
- Mission Statement
- Core Values and Guiding Principles

After reviewing the updated policies and how they will be used, Terry Michels moved to approve the adoption of the updated Personnel Policies. The motion was seconded by John Persons and was approved by the Board.

Preliminary discussion of ACLS Programming in FY 2018

As part of trying to reach our goals of encouraging reading and promoting childhood and family literacy, we took a look at our data from FY 2018. I sent a full copy of the draft report earlier.

John Taube summarized the report with these assertions:

- We have significantly increased the number of kids we serve outside of the library doors. The programming department is going out of the library building to where the kids are to Promote Children's and Family Literacy;
- We have done a big push of reading programs for the Pre-K population because, we are the only game in town for that. School librarians are split at school and Allegany County's Kindergarten Readiness Assessment shows only 36% readiness for kindergarten.
- We have strengthened the relationship between the schools and the library.
- We have strengthened the relationship between the daycares and the library.
- Teen and Adult programming has dropped off without a designee to coordinate them.
- Children and Family programs are important because they introduce non-users to the library and our services.
- Participatory programs like Read to Marvel are almost as important as classes and make up 33% of attendance.

John will present the summary of the FY 2018 circulation report and share a plan to boost our circulation of materials at the October meeting.

UNFINISHED BUSINESS

Washington Street Library Columns - Update.

John Taube reported that the work is still on schedule to be completed by October 1, 2018.

Completion of our Annual Ethics Compliance Statement

All forms have been signed and collected. They will be sent to the Allegany County Ethics board for their files.

PUBLIC COMMENT

ANNOUNCEMENTS and UPDATES

John Taube reported that our annual Financial Audit is underway.

Our meeting with Senator Edwards is on his calendar for October 9, 2018.

Working with the Friends groups, we are participating in National Voter Registration Day on Tuesday September 25, 2018 at the South Cumberland and LaVale Libraries.

UPCOMING PROGRAMS

Next Board Meeting is Tuesday, October 9, 2018 at 4PM at the South Cumberland Library.