

Allegany County Library Board of Trustees

Regular Meeting

Minutes

August 13, 2019

Frostburg Library– 4:00 p.m.

PRESENT:

Bill Devlin, Deb Hendrickson, Stephanie Marchbank, Tom Finan, Terry Michels, and John Taube.

The meeting was called to order by Bill Devlin.

A motion to accept the minutes of the regular meeting on May 14, 2019 and July 9, 2019 was made by Deb Hendrickson seconded by Terry Michels and was approved.

- Review of Usage Statistics
- Review of Income & Expense Report for the month of May, June, and July 2019
- Review of Special Accounts

A motion to accept both the statistical report and the financial reports of June and July 2019 was made by Stephanie Marchbank, seconded by Tom Finan and was accepted.

Presentation of the new ACLS Events Calendar - Ashley Swinford

Ashley Swinford, Online Services Specialist demonstrated the features and advantages of our new online library calendar of events, activities and programs. The calendar also allows for community groups to sign up for meeting room use. The new calendar is an improvement in design, and functionality for the public and library staff.

NEW BUSINESS

New ACLS Strategic Plan

Given the recent closing of the Verso Mill, the impending renovation of the LaVale library, and the library's desire to remain a strong community partner for all constituent groups, John Taube signed an agreement with Vanessa Milio, a nonprofit consultant to develop a strategic plan to include broad direction and targets to achieve in the next 3-5 years. The work of the strategic plan will take place over the summer with the recommended plan available for Board approval at the October 2019 meeting. John reported that Vanessa and library staff are collecting community feedback using an online survey, community focus groups, and one-on-one telephone interviews with community leaders. John said that we have received 1020 responses to our survey as of August 9, 2019. The next step will be a meeting of a committee made up of Library Board members and key library staff to review the community feedback on August 23, 2019.

Because John received approval to sign the contract with Vanessa Milio via email, he asked that the Board approves signing the contract in a regular meeting. Terry Michels moved to approve signing the contract to facilitate the development of a strategic plan at a cost of \$20,000 with Vanessa Milio, Deb Hendrickson seconded the motion and the motion was approved by the Board.

Mabel Sines Gift

In late spring 2019, the library was notified that the estate of Mabel Sines left \$4700 to be used at the LaVale library. Library staff suggested that we earmark it for use for uncovered expenses during the renovation and expansion. A motion to approve using the Mabel Sines gift for the LaVale Library renovation and expansion project was made by Stephanie Marchbank, seconded by Terry Michels and was approved by the Board.

ACLS responses to the Verso Mill Closing announcement

The library has attended the job fairs and promoted our resume, job hunting, and career services. We have also worked to bring the Allegany College of MD's Continuing Education and Workforce Development WorkKeys National Career Readiness Certificate course to libraries. We are also working with the Department of Labor, Licensing, and Regulation, the State Library Resource Center and the Western Maryland Regional Library to create additional programs for the community. This fall, ACLS will host a variation of the Enoch Pratt Free Library and Baltimore County Public Library's successful Entrepreneur Academy.

Completion of Annual Disclosure Form

The Allegany County Library System Board of Trustees is included in the regulations regarding Ethics disclosures. As such, Board members and the Executive Director complete a Disclosure form each year, which is then sent to the county ethics board. Annual Disclosure forms were filled out by Bill Devlin, Deb Hendrickson, Stephanie Marchbank, Tom Finan, Terry Michels, and John Taube. John will contact John Person and Bill Bingman to get their forms filled out.

Request to install the portrait of the South Cumberland Board

Mary Jane O'Rourke (former library trustee and former chair of the Friends of the South Cumberland Library) requested that we re-hang the portrait of the South Cumberland Library Board in the renovated South Cumberland library. It consists of the portrait and a separate bronze plaque naming the individuals. The request was to continue to honor the "original funders and sustainers of the South Cumberland Library." John Taube indicated that he was not in favor of rehanging the portrait because he felt there was no suitable wall space in the renovated library and it would appear out of place. John also stated that the South Cumberland Library Board did not financially contribute to the renovations and he disagreed with the assertion that they were the "sustainers of the South Cumberland Library."

After a thorough discussion with the Board, the Board agreed with John's recommendation not to rehang the portrait and asked John to notify Mrs. O'Rourke of our decision.

UNFINISHED BUSINESS

LaVale Library - Renovation and Expansion Update

On June 4, 2019, John Taube signed a contract with the architectural firm Murphy & Dittenhafer to complete a conceptual analysis for the expansion and renovation for the LaVale Library. The analysis will include 2-3 concepts of the renovated library and a more accurate construction cost estimate. The analysis will be completed by October 1, 2019. A meeting is planned for mid-August to review the work to date.

Washington Street Library Columns - Update.

American Painting is on site and working regularly to complete the pediment restoration work above the columns in late August, 2019.

ACLS Collection Development Policy - Review and Update

Lisa McKenney and the Materials Department reviewed our current Collection Development Policy. It was last reviewed and was adopted in 2011. They updated and consolidated the relevant pieces of the policy to align with our current practices and prepare for our transition to the Western Maryland ILS Consortium. Tom Finan moved to adopt the revised and upgraded Collection Development Policy. The motion was seconded by Deb Hendrickson and approved by the Board.

ACLS Contaminated Materials and Furnishings Policy and Procedures

John explained that bed bugs have been reported in public libraries and schools around Maryland. He stated that it is the responsibility of the Allegany County Library System to maintain a healthy and clean environment for all library users and to protect the community's investment in library collections, equipment, and property. In order to fulfill this responsibility, the library may restrict a user's ability to borrow materials and/or to visit library facilities when such use may jeopardize the health and cleanliness of library facilities, collections, and other users.

Lisa McKenney and Nora Drake drafted the policy on how to handle such incidents and provide guidance to our staff and patrons. The skeleton of the policy is adopted from several other public libraries and adjusted to our local conditions and operations. Stephanie Marchbank moved to adopt the Suspension of Privileges for Health and Safety Reasons policy. The motion was seconded by Terry Michels and was approved by the Board

ACLS Revocation of Library Privileges and Barring Policy - Review and Update

Library staff raised several questions about interpreting our current policy last revised in 2007. In addressing those questions, we took the opportunity to update and simplify the policy, procedures, and behaviors covered in the Revocation of Library Privileges and Barring Policy. The policy was upgraded for clarity and to make it easier to correctly apply the policy. Stephanie Marchbank moved to adopt the upgraded Revocation of Library Privileges and Barring Policy. Terry Michels seconded the motion and it was approved by the Board.

PUBLIC COMMENT

ANNOUNCEMENTS and UPDATES

Working with the Western Maryland Food Bank, George's Creek, Westernport and South Cumberland Libraries will begin to serve as pick up points for community members in need starting in June.

June 30th will be the last day for the Music collection. Music has been overtaken by streaming services.

The Western Maryland Scenic Railroad is our newest Summer Reading partner by providing free train tickets to children as a reward for reading.

Exterior painting is complete at the George's Creek Library.

We will go live with a new Calendar system on 6/24. It is easier to use and view upcoming programs and events for both staff and the public. I will schedule a demo for our August meeting.

The Washington Street Friends and Gary and Barbara Leasures contacted John Taube about their concerns that the new entryway into the Story Room at the Washington Street Library needed additional elements to emphasize the kids reading themes. John met with the Leasures to understand their concerns and worked out a design to address their concerns. John and the Programming Department have a schedule and plan to enhance the entryway.

UPCOMING PROGRAMS

The Programming Department is planning to add a Tuesday Evening Story Time at LaVale Library this fall.

A motion to adjourn to Executive Session of the Board to discuss the Director's annual evaluation was made by Tom Finan, seconded by Stephanie Marchbank and was approved by the Board.

Next Board Meeting is Tuesday, September 10, 2019 at 4PM at the George's Creek Library.