

Allegany County Library Board of Trustees

Regular Meeting

April 14, 2020

4:00 p.m.

PRESENT:

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

The meeting was called to order by Bill Devlin.

A motion to accept the minutes of the regular meeting on March 10, 2020 was made by Tom Finan seconded by Bill Bingman and was approved. (Note: Terry Michels was not yet present for this vote.)

A motion to accept both the statistical report and the financial reports of March 2020 was made by Bill Bingman seconded by Deb Hendrickson and was accepted.

NEW BUSINESS

Review Guidelines for Public and Staff participation in Regular Board Meetings

The Board asked John Taube to draft guidelines for staff participation in Board meetings when staff is not presenting as part of the agenda. The Board reviewed the guidelines document and discussed how they would be used during future Board meetings. Stephanie Marchbank moved to adopt the *Guidelines for Public Comment*, Terry Michels seconded the motion and the Board voted to adopt the guidelines.

UNFINISHED BUSINESS

ACLS and the COVID 19 (Coronavirus) State of Emergency

John and the Board reviewed the timeline and list of actions that library staff have taken since the closing on March 13, 2020. The Board was extremely gratified at all the efforts the staff had taken to remove potential impediments to and promote using the library's online services and resources. We also reviewed how the Summer Reading events were transitioning to online events and that the LaVale Library will not reopen prior to starting renovation.

LaVale Library - Renovation and Expansion Update

John reported that work continues on the architectural drawings and we have completed 100% Design Development drawings. We are still on schedule for a July 2020 start date. We have signed the contracts with M&D for FF&E services at a cost of \$19,950. We will pay for those services out of the Capital Grants.

John also expressed concerns that the schedule is getting tight for distributing the collection and packing the library with the Coronavirus delaying our start to stay on schedule to have the library vacated by July 1, 2020.

Potential modifications to FY 2021 Operating Budget

John expressed concern that the County will not grant our requested increase of \$25,000. In order to preserve the 2% wage increase, he examined the proposed budget and identified areas of cost cutting and reduced expenditures. John included an option to increase the staff contribution to the Health Insurance from 4% to 8% per month. This will save approximately \$6000 per year and staff costs for individual coverage will increase from \$29 to \$58 per month. Board member Tom Finan asked what County Government employees contribute to their monthly health insurance premium. John responded that County employees pay 20%.

ACLS Director of Human Resources position is in interview stage

John reported that a search committee made of representative department staff will begin to interview 4 finalists in the coming weeks via Zoom. We will work to actually meet the candidates in person before any offer of employment is made.

Second Review of ACLS Gifts, Donations, and Naming Policy

At the March meeting, the Board requested a revision to the policy regarding the naming of buildings. John and the Board reviewed the updated naming policies indicating that the Board will consider naming a library when a prospective donor wishes to make a substantial gift to the library. For the purposes of the policy, a substantial gift is defined as “at least 50% of the current assessed value,” or “at least 50% of the total project cost of new construction or significant renovation”, or “100 percent of the total project cost for outdoor spaces.” Terry Michels made a motion to adopt the updated *ACLS Gifts, Donations, and Naming Policy.* The motion was seconded by Bill Bingman and was approved by the Board.

Board Member suggestions

Board member Bill Devlin’s 2nd term will end on June 30, 2020 and we will need to submit 2 nominees to the County. Board members were asked to bring suggestions to the April meeting for consideration. Board members suggested the following individuals: Molly Stewart, Mindy Wilkinson, Sue Rudd, Mike Fiscus, Jessica Mellon, Clory Jackson, and Matt Shipway. The Board asked John to contact each of them, gauge their interest in becoming a Library Board member, and arrange a time to informally meet with a current Board Board member and John to discuss the duties of serving on the Library Board.

Library Staff Mediator - update

John reported that the discussions were overtaken by the coronavirus pandemic and no decisions have been made.

PUBLIC COMMENT

ANNOUNCEMENTS and UPDATES

UPCOMING PROGRAMS

Next Board Meeting is Tuesday, May 12, 2020 at 4PM