

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

Regular Meeting

March 10, 2020

LaVale Library– 4:00 p.m.

### **PRESENT:**

Deb Hendrickson, Stephanie Marchbank, Tom Finan, John Persons, Bill Bingman, and John Taube.

The meeting was called to order by Tom Finan.

A motion to accept the minutes of the regular meeting on February 11, 2020 was made by Bill Bingman seconded by John Persons and was approved.

A motion to accept the minutes of the regular meeting on February 18, 2020 was made by Deb Hendrickson seconded by Stephanie Marchbank and was approved.

A motion to accept the minutes of the Executive Session on February 11, 2020 was made by Bill Bingman seconded by Stephanie Marchbank and was approved.

A motion to accept both the statistical report and the financial reports of January 2020 was made by John Persons seconded by Stephanie Marchbank and was accepted.

### **NEW BUSINESS**

#### **Review of ACLS Gifts, Donations and Naming Rights Policy**

John Taube reviewed the proposed policy with the Board. The Board and John caught several typos and made other suggested improvements. The Board also asked John to review other insitution's naming of buildings guidelines and amounts to ensure we are inline with prevailing practices. John will make the changes and update the Board with a revision at the April regular meeting.

#### **ACLS preparations for COVID 19 -Coronavirus**

John Taube shared the Staff FAQ (frequency asked questions) document that the library system is using to keep staff and the public informed of our preparations for the potential virus pandemic.

#### **Board Member suggestions**

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. John Taube indicated he wished to send the two (2) nominees to the County Commissioners after our June meeting.

## **UNFINISHED BUSINESS**

### **LaVale Library - Renovation and Expansion Update**

Work continues on the drawings and we have completed 100% schematic drawings. We are still on schedule for a July 2020 start date.

### **Closing LaVale Library during the renovation and expansion.**

Unfortunately, after considerable searching the Library is unable to secure funding for a temporary location. The LaVale Library will close at 5PM on Saturday May 30, 2020 and will reopen to the public when the project is completed in early 2022. John Taube will send a press release by 3/13/2020 to alert the public.

John Taube also shared the Staff FAQ on the LaVale closing with the Board.

### **Review Progress of Strategic Plan Implementation Workgroup**

The Planning Workgroup will continue working and its first project is to propose and design a standard workflow for program planning and execution. The Service Leaders will also be working to design a standard workflow and process for program planning and execution. In addition, we will be working with branch staff on three (3) actual projects to document the process to locate potential improvements.

### **Adjustments to the Proposed Operating Budget**

The preliminary estimate of state funding arrived on February 23, 2020. The state increase was \$10,000 less than our projection. The proposed budget was modified prior to sending it to the County. Reductions were made in the cleaning contract, collections, programming supplies and the marketing budget.

## **PUBLIC COMMENT**

Nora Drake (Staff Services Specialist) requested clarification on when staff in attendance at Board meetings should ask questions, seek clarification, or provide input. The Board will consult and provide guidance at the April Meeting.

Nora Drake requested that the Board approve the hiring of a mediator to facilitate rebuilding trust and better working relationships between the library staff and library Executive Director. Deb Hendrickson moved that the Board authorize John Taube to seek, hire, and schedule a mediator for the intended purpose provided that the costs does not exceed \$5000. The motion was seconded by Bill Bingman. The Board voted to approve the motion.

## **ANNOUNCEMENTS and UPDATES**

The Director of Human Resources vacancy has been advertised and review of applications will begin on 3/23/2020. Bill Bingman volunteered to serve as the Board representative on this search committee.

Kate Metzger and Tammy Fearon have submitted grant applications for summer reading events.

## **UPCOMING PROGRAMS**

Next Board Meeting is Tuesday, April 14, 2020 at 4PM at the Washington Street Library.