

Allegany County Library Board of Trustees

Regular Meeting

June 9, 2020

4:00 p.m.

PRESENT:

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

Guests: Andrea Everett, Lisa McKenney, Nora Drake, Liz Sell, and Sherry Uhl

The meeting was called to order by Bill Devlin.

A motion to accept the minutes of the regular meeting on May 12, 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 May 2020 was made by Deb Hendrickson seconded by Bill Bingman and was accepted.

NEW BUSINESS

Introducing Andrea Everett

Andrea Everett joined the Allegany County Library System as our Director of Human Resources on May 25, 2020. Ms. Everett was the unanimous choice of the search committee. She holds a Masters in Business Administration and a Master's in Industrial Relations. She has been in the Human Resources profession since 2012.

Election of Officers

With Bill Devlin's terms ending on June 30, 2020, we need to elect Board officers for FY 2021. Current Board Officers are: Bill Devlin, President, Deb Henrickson, Treasurer, and Tom Finan, Secretary. Officers serve a one year appointment and are eligible to serve consecutive years.

Tom Finan opened the nominations by nominating Terry Michels for Chair. Deb Hendrickson agreed to continue to serve as Treasurer and Tom Finan agreed to continue to serve as Secretary. Bill BIngman moved to close nominations. Mr. Bingman's motion was seconded by Stephanie Marchbank and was approved by the Board.

The Board voted to approve the slate of officers for FY 2021: Terry Michels, Chair; Deb Hendrickson, Treasurer; and Tom Finan, Secretary.

Executive Director Evaluation

Bill Devlin announced that it was time for the annual evaluation of Library Executive director John Taube. As incoming Chair, Terry Michels asked that the evaluations be sent to her by July 1, 2020 so she could compile them for the August meeting.

UNFINISHED BUSINESS

ACLS and the COVID 19 (Coronavirus) State of Emergency

Phase 1: Cleaning and Disinfecting (current status)

On May 19, 2020, ACLS donated five (5) iPads to the Allegany Rehabilitation and Nursing Center so that quarantined residents can FaceTime with loved ones who cannot visit in person.

The telephone helpline for patrons started May 18, 2020. It has been very popular and has received over 85 telephone inquiries since it has been in operations. Most questions are related to when we will reopen and how to handle materials on hold or in their possession.

We continue to post updates on our Coronavirus page and encourage patrons to use our online resources.

Andrea Everett and John Taube drafted a letter outlining the steps the library has taken so far and the ongoing precautions and measures put in place for staff safety before they return to work. Because it concerns benefits and paid time off, John requested Board approval for the letter before sending it to the staff. Terry Michels moved to approve the letter as drafted, Deb Hendrickson seconded the motion and the motion was approved. John indicated the letter would go out to staff on June 10, 2020 and responses would be due on June 15, 2020.

Phase 2: Book Drops open and staff return to work

We initially planned to have the LaVale collection moved prior to reopening the book drops so that we could use the empty shelving as storage for quarantining the returned materials. Due to the timing of the Governor moving the State to Stage 2 of recovery and the likelihood that we will have access to the LaVale library in July and August, we are modifying that plan.

We are making plans to have staff return to work the week of June 22 and open the book drops on June 29, 2020. Until the shelving is available, the meeting room floors will be used to sort and quarantine returned materials. LaVale collections will be distributed in July and the shelving will be broken down and stored in August.

We continue to order and stockpile PPE until we have sufficient supplies.

When they return to work, in addition to the supplies available in the branch, each staff member will receive a personal kit composed of an apron, 2 sets of disposable gloves, 2 cloth masks, 1 disposable mask, and personal size bottle of hand sanitizer.

We continue to run scenarios of operating hours and staffing to safely move to this phase. Operating hours is also dependent on the FY2021 County funding allocation.

The Summer Reading events have been modified with online events and events in community parks. The first storytime in the park will be Thursday June 25, 2020 at 10AM at the Constitution Park Amphitheater The August 8, 2020 block party has been postponed.

Phase 3: Sidewalk Service

Library Staff have drafted procedures for Phase 3 of the reopening plan. We have renamed the service "Sidewalk Service" so that it better describes that both drive up and walk up patrons are welcome. The Sidewalk Service initiative uses library holds to queue patron requests to begin to check out library materials to library patrons without allowing patrons into the library buildings.

Phase 4: Limited Public Access to library buildings.

Preparations continue at the Branches for progress to Phase 4 when patrons will be allowed to enter the library buildings.

Lisa McKenney and John Taube have determined that the \$20,800 in CARE act funds we will receive from the State Library will be used to reimburse our accounts for pandemic response expenses.

LaVale Library - Renovation and Expansion Update

Work continues on the drawings and we expect to have construction drawings completed by the end of June 2020. This will allow us to put the project out to bid with an anticipated September start date. We remain on schedule to have the project completed by January 2022.

The Final grant application for the phase 2 funding for the project was submitted on time. The funding will complete the project with \$1.6 million dollars available in July 2021.

In preparation for the renovation, the materials processing department has moved to the Frostburg location. Furniture is being disassembled and moved to the temporary storage site. When we can allow staff back in the libraries, we will begin distributing the collection and moving the shelving into storage.

Adopting the FY 2021 Operating Budget

In drafting the proposed budget, we prioritized:

- Maintaining the safety of library patrons and staff while finding ways to provide necessary services that the library is uniquely positioned to perform.
- Continue to employ all library staff without layoffs, furloughs, or firings.
- Implement activities approved in the Strategic Plan
 - Maintain our collection budget because our collections serve our community very well.

- Fund the Marketing and Outreach Department to “tell our story”

According to the Allegany County Government website, they passed the FY2021 budget on Thursday 5/28/2020. The documents indicate that we are to be flat funded.

Based on the county’s flat funding and the prospect that the State will fund their increase in FY21, the budget proposed makes these adjustments to continue operating.

- staff are allocated a 1.5% wage increase,
- Minimum wage for each staff wage grade is increased by 1.5%
- No increase in the percentage of health insurance deducted from staff pay.
- There will be an increase in the total dollars taken for health insurance due to increased rates and administrative fees. (from \$28 to \$34)
- We have funding for five (5) 18 hour/week Part-Time staff (down from 4 at 21 hours/week and 2 subs at 10 hours/week)
- Collections budget was reduced by \$6300, due to cancelling newspaper and magazine purchases due to their potential to transmit coronavirus.
- Collections budget was further reduced by \$1400
- Cleaning service at LaVale stops on 7/1/2020
- Cleaning service goes to 5 days/week at Frostburg, South, Westernport and Washington Street
- facilities repairs reduced by \$2300 since LaVale will be closed,
- Utilities reduced by \$3700 since LaVale will be closed,
- ILS expenses are reduced by \$12,000 thanks to switch to polaris,
- Marketing dept budgeted for \$6500,
- Reduced income in Fines, Printing, and copying due to LaVale renovation (\$9200)

A motion to adopt the FY 2021 Operating budget as presented was made by Tom Finan, Bill Bingman seconded the motion and the Boards voted to approve the motion.

Board Member Nominees to replace Bill Devlin

Tom Finan and John Taube spoke to Clory Jackson, Matt Shipway, Molly Stewart, and Sue Rudd on Thursday May 28, 2020. Terry Michels and John Taube spoke to Mike Fiscus and Jessica Mellon on Friday May 29, 2020. Board members and John reported that they thought all the candidates were enthusiastic and would make good Board members. The interview committee met on June 8, 2020 and recommends that we submit Matt Shipway and Sue Rudd for consideration to the Commissioners.

Bill Bingman moved to accept the committee’s recommendation to nominate Matt Shipway and Sue Rudd for consideration by the commissioners. Deb Hendrickson seconded the motion.

The Board voted to approve the motion. The Board also requested that John Taube notify the other candidates of the decision and thank them for the work they do in our community.

Library Staff Mediator - update

Staff and John Taube's discussions were overtaken by the coronavirus pandemic and no decisions have been made.

PUBLIC COMMENT

Lisa McKenney requested that the Board consider that decreases in spending on library collections have hurt the library system's ability to carry out its mission. She calculated that the collections budget has been reduced by 18.5% since 2016. During the discussion, the Board asked John to compile a chart showing what percentage of Maryland public library budgets are spent on collections. We also discussed if periodicals necessary to carry out the selection of library materials could be funded from other sources.

ANNOUNCEMENTS and UPDATES

UPCOMING PROGRAMS

We anticipate our first Summer Reading in the Park to take place Thursday June 25, 2020 at 10AM.

The Board meeting ended with the Board thanking Bill Devlin for his 10 years of service to the community on the Library Board and noted the many accomplishments achieved during his tenure.

Next Board Meeting is Tuesday, August 11, 2020 at 4PM