

Allegany County Library Board of Trustees

Regular Meeting
September 8, 2020
4:00 p.m.

PRESENT:

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

Guests: Lisa McKeney, Andrea Everett, Nora Drake, Sherri Uhl, Ellen Torrington, Laura Shelton, Shane Drake

The meeting was called to order by Terry Michels.

A motion to accept the minutes of the regular meeting on August 11, 2020 was made by Deb Hendrickson seconded by Stephanie Marchbank and was approved. (Note: Sue Rudd was not present for this vote)

Tom Finan said he would distribute the minutes from the August 11, 2020 Executive Session as soon as possible.

A motion to accept both the statistical report and the financial reports of August 2020 was made by Tom Finan seconded by Stephanie Marchbank and was accepted. (Note: Sue Rudd was not present for this vote)

NEW BUSINESS

Updates from the Human Resources Department

Andrea Everett, Director of Human Resources presented an overview of her activities in her first 90 days.

Andrea briefed the Board on the Personnel Committees initiative. The purpose of the Staff and Board Personnel Committees is to provide an additional forum where library staff can bring questions, concerns, and suggestions to library administration and the Library Board by meeting with the Director of Human Resources. The committees will serve to collect and facilitate implementation of suggestions for staff celebrations, awards, incentives, and improving library communication. To date, two staff members have volunteered to serve on the Staff Personnel Committee. Tom Finan agreed to serve on the Board Personnel Committee.

Andrea recently shared information about the Families First Coronavirus Response Act. Andrea recently reminded staff of the FFCRA and how to apply for the leave. She encouraged those who needed it to apply, but also mentioned in the email that in most cases the library system would seek the small business exemption due to causing a "financial hardship." ACLS budgeted for one person to fill a position, we cannot afford to pay 2 people for the same position. ACLS would also cease operating at a "minimal capacity" because it will not have staff to work and keep the libraries open. In this instance, the impact of the service we offer to the community outweighs the potential impact on our staff.

Other completed projects included:

- Becoming certified as the ACLS Retirement Coordinator,
- Taking over payroll duties from Lisa,
- Taking over the Staff Development Coordinator role from Nora,
- She has revised, upgraded, and clarified the process to apply for Paid Leave,
- She has visited all branches and posted all legal employment notices in all staff workrooms,
- She is currently revising and upgrading the Employee Handbook and our policies,
- She is investigating how to upgrade and automate our Timekeeping system,
- She is reviewing and upgrading staff job descriptions,
- She is reviewing and upgrading performance evaluation systems
- She has written and shared numerous Covid-19 policies and oversees the daily staff health assessments

Board Financial Reports subcommittee recommendation

The subcommittee was charged making a recommendation on how grant income and expenses could best be reported on the monthly Board Financial Reports. The subcommittee was composed of Deb Hendrickson, John Persons, Lisa McKenney, and John Taube. The subcommittee met on Wednesday September 2, 2020 to review the optional presentation formats.

The subcommittee recommends that the monthly financial reports include the QuickBooks Profit and Loss statements for the month and Year to Date as well as the Programs and Activities version of the monthly financial reports. The QuickBooks Profit and Loss statements allow the reader to see income and expense lines for each grant awarded. The Programs and Activities version of the monthly financial reports assigns grant expenses to the programs and activities they were used for and shows a total amount spent for each program or activity.

The Board agreed to adopt the subcommittee's recommended monthly financial reports.

Reorganizing Management Responsibilities and the Organizational Chart at ACLS

John Taube requested the Board's approval of a plan to use currently budgeted wages to hire a Director of Public Services. In doing this and creating the Public Services Department, the organizational chart will change as management responsibilities will be realigned to allow ACSL to better fulfill its mission.

The Director of Public Services would be responsible for and supervise branch operations and library events. This would transfer supervision of branch operations from the Executive Director to the new Director of Public Services. The Executive Director would then focus on their role of promoting growth and long term planning with community outreach, library storytelling, strategic partnerships, and fundraising.

John indicated that creating the Public Services Department and hiring a director will create the clear lines of authority and direction to eliminate the confusion of roles and responsibilities in the library system. In a single Public Services department, both the events and branch staff will be more united with a shared mission and focus. They also will have a direct supervisor for guidance, coaching and evaluation. Branch staff and events staff will be better represented by someone who is more familiar with their duties and challenges. The Director of Public Services will ensure that branches maintain a proper balance between serving the public with events and serving the public with our collections. The Director of Public Services will more consistently connect the events and branch staff projects and daily activities to the goals and objectives set by the Board for ACLS.

John indicated that we would fund the position by repurposing the salary of the Adult Events Coordinator position (she resigned as of 6/30/2020 at the birth of her 2nd child) and a portion of this year's salary from the 4th Program Specialist position (She is on disability leave and seeking disability retirement) to create and fund a Director of Public Services position (Grade 12). He said the proposed schedule for hiring is that we would advertise in the fall and the proposed funds would allow the Director of Public Services to start in January 2021. Tom Finan asked what would happen if the expected funding from the retirement of the 4th Program Specialist position did not materialize? John Taube replied that the first step would be to delay the start date of the new hire until sufficient funding was in place for it.

Tom Finan moved to adopt the new Organizational Chart for the library system. Deb Hendrickson requested that the Organizational Chart be revised to clarify what positions made up the "Administrative Team" of the library system. Bill Bingman seconded the motion as amended by Deb's request. The motion to adopt the organizational chart as amended was approved by Board vote. (Note: Sue Rudd was not present for this vote)

Deb Hendrickson moved to approve the advertising and hiring of the Director of Public Service as long as funding was secured for the position. The motion was seconded by Stephanie Marchbank and was approved by Board vote. (Note: Sue Rudd was not present for this vote)

UNFINISHED BUSINESS

ACLS and the COVID 19 (Coronavirus) State of Emergency

We remain in Phase 3: Sidewalk Service. It is going very well. We are in the planning stages of going into Phase 4. Phase 4 of our plan includes limited public access to computers and staff

working from the circulation desks. Because of the work required to prepare the facilities for Phase 4, John indicated that we would be ready for Phase 4 in October at the earliest.

LaVale Library - Renovation and Expansion Update

We are days away from releasing the project for bid. The materials have been distributed to other libraries and other materials have been donated to local nonprofits. Shelving will be moved starting September 12, 2020 to the storage facility.

Library Staff Mediator - update

ACLS is implementing Personnel Committees at Deb Hendrickson's suggestion. Pending the feedback from that initiative, we will revisit the mediator.

PUBLIC COMMENT

ANNOUNCEMENTS and UPDATES

Through grant funding, ACLS will be able to loan Chromebooks and WiFi Hotspots at all our libraries. The City of Cumberland CDBG-CV is funding those for South Cumberland and the other branches will receive devices to loan from WMRL grant funding.

UPCOMING PROGRAMS

John mentioned that Storytime in the Park restarts on September 15. He also updated the Board that the Stamped from the Beginning Book Discussion in the series was well attended and that the virtual author visit by Fredrick Backman was Thursday evening.

Next Board Meeting is Tuesday, October 13, 2020 at 4PM