

Allegany County Library Board of Trustees

Regular Meeting

January 12, 2021

4:00 p.m.

PRESENT:

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

Guests: Lisa McKenney, Andrea Everett, Ashley Swinford, Nora Drake, Sherri Uhl, Laura Shelton, Maryland Appel, Kathy Murphy, Sherri Uhl, Kate Metzger, Lisa Mandell, Liz Sell, Regina Spiker, Jennifer Lewis

NOTE: The Board meeting was held using the Zoom video conferencing platform.

The meeting was called to order by Terry Michels.

A motion to accept the minutes of the regular meeting on November 10, 2020 was made by Tom Finan seconded by Stephanie Marchbank and was approved.

A motion to accept both the statistical report and the financial reports of November and December 2020 was made by Tom Finan seconded by Stephanie Marchbank and was accepted.

NEW BUSINESS

Presentation of the FY2020 Annual Financial Audit

Tim Michaels and Amy Phillips from Huber, Michaels, Inc. presented the FY2020 Annual Financial Audit to the Board for acceptance. Lisa McKenney was the library's liaison to Huber, Michaels and is responsible for the completion of the audit.

After reviewing the Financial Statements, Tim Michaels directed the Board to the Independent Auditor's Report to the Opinions section, which states: "In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Allegany County Library System as of June 30, 2020, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America."

Sue Rudd moved to accept the audit as presented, the motion was seconded by Stephanie Marchbank and was approved by the Board.

Review and Consideration of the updated Employee Handbook

Andrea Everett, Director of Human Resources and the Personnel Committee have completely reviewed and updated the employee handbook for new policies and internal consistency. At the meeting, Andrea led the Board through the highlights and answered questions. Stephanie Marchbank moved to adopt the Employee Handbook (subject to grammatical corrections). The motion was seconded by Deb Hendrickson and approved by the Board.

Review and Consideration of Proposed FY21 Budget Mid-Year Revisions

Due to library closures for the pandemic, John Taube informed the Board that ACLS will not meet its income projections for FY 2021. John worked with the Library Administrative Team to consider the best course of action and offered their proposed actions to make up for the budget shortfall and continue library operations through the remainder of the year.

Proposed FY21 Operating Budget Revisions

Current Budget Projections

In response to the Pandemic, ACLS has suspended fines and fees and offers Sidewalk Service to deliver materials to patrons. With no patrons allowed in ACLS buildings since March, 2020, we have also received no income from copying and printing services. We estimate the loss of \$44,000 in income in FY21 from these sources.

- Income Line 42000-Fines and Fees - Short by \$36,759
- Income Line 43000- Copier - short by \$2250
- Income Line 44000- Printing- short by \$5450
- TOTAL Income short by \$44,459

Director of Public Services

At their October meeting, the Board of Trustees approved the hiring of a Director of Public Services as soon as January 4, 2021 provided that funding was secured from anticipated personnel changes.

In addition to funding from anticipated and budgeted personnel changes, the funding for the Director of Public Services salary was dependent on minimizing the losses in income from Fines and Fees, Copier usage, and Printing due to the Covid-19 Pandemic.

With the current local Pandemic status, we do not anticipate opening soon enough to receive sufficient funding to make up for the losses and fund a Grade 12, Director of Public Services position.

Consequently, I proposed we split the Director of Public Services position into two (2) Coordinator positions (Grade 8). Instead of hiring a Director of Public Services, we conduct an internal search and fill a Coordinator of Branch Services and a Coordinator of Events and Programs positions.

Proposed Budget Revisions

At the December 9, 2020 Administrative Staff meeting, Lisa reported that Ellen Torrington had resigned and Lisa requested that we replace her with a Full Time staff member. Lisa justified the request on the basis of the 70% increase in deliveries since joining the consortium on top of the existing workload. Also at that meeting, Lisa and Ashley requested that if the proposed coordinators came from existing public services staff that those existing positions be refilled to ensure sufficient public services staff to maintain the current schedule.

The Library's Administrative Staff has considered the best course of action and offers this proposal composed of the following actions to makeup for the budget shortfall and continue library operations:

- Reduce Expenses in Operations
 - Line 60000 - Supplies
 - Line 62000 - Facilities - Repairs
 - Line 63000 - Facilities - New
 - Line 64000 - Utilities
- Replace plan to hire a Director of Public Services with plan to split duties and hire (2) Coordinators.
 - Hire a Coordinator of Branch Services from within existing staff
 - Hire a Coordinator of Events and Programs from within existing staff
- If the Coordinator positions are filled from the Public Services staff, backfill those Public Service positions for continuity of service and scheduling.
 - Backfill one position by transitioning Liz Sell, acting Coordinator of Adult Programming back to a public services role.
 - Backfill the second vacancy with a Full Time Circ Ass't.
- Replace Part Time cataloger position (Ellen) with a Full Time Cataloger, preferably from within existing staff.
- No changes to FY21 Collections budget
- Maintain existing schedule of Sidewalk Service (Phase 3) and provide sufficient staffing for eventual move to Phase 4, (allowing the public back in the buildings).

Budget Revisions - Detail

| | | |
|---|---|-------------|
| Current Budget Gap Projection | - | \$44,459.00 |
| | | |
| Proposed Budget Changes | | \$44,459.00 |
| Starting budget balance | | \$1,245.00 |
| Reduction in Supplies Budget (60000) | | \$6,850.00 |
| Reduction in Facilities-Repairs Budget (62000) | | \$500.00 |
| Reduction in Facilities-New Budget (63000) | | \$1,663.00 |
| Reduction in Utilities Budget (64000) | | \$5,600.00 |
| Reduction in wages in Exempt Staff (66001) | | \$25,658.00 |
| Reduction in wages for NonExempt Staff (66002) | | \$16,845.00 |
| Reduction in wages for Contract staff (66003) | | \$8,491.00 |
| Reduction from transfer GCRL custodian wages to Current Cleaning Contract (66003) | | \$1,927.00 |
| Increase wages for Coordinator of Branch Services (66002) | | -\$5,690.00 |
| Increase wages for Coordinator of Events and Programs (66002) | | -\$6,033.00 |
| Increase wages for Cataloger (66002) | | -\$3,896.00 |
| Increase in wages for new Circ Ass't (66002) | | -\$8,701.00 |

A motion to approve the budget revisions was made by Deb Henrickson, seconded by Tom Finan, and approved by the Board.

Maryland General Assembly Update

The Maryland Library Association Legislative Committee is not confident that the veto of SB524/HB1000 will be overridden. This is the bill that would make children's material fine free across the state and increase the amount of funding in the Capital Projects Grant Program.

Proposed FY2022 Operating Budget Considerations

We will provide the Board a proposed FY2022 Operating budget at the February meeting.

The proposed budget will include consideration for:

- Taking steps to staff the LaVale Library when it reopens in FY2023,
- Anticipated retirements and staffing
- Maintaining access to library resources despite flat or deduced budgets
- SB524/HB1000- Fine Free for Children's materials

- Continued decrease in Fines and Fees income
- Maintain collection budget
- Maintain marketing and outreach budgets

FY22 Capital Improvement Program Submissions

Our County Capital Improvement Program (CIP) funding submissions for FY22 and beyond will include:

- Completion of the LaVale Library renovation and expansion (including the funding gap in FY23)
- Replace the heating system at the Westernport Library
- Replace the roof at the Washington Street Library
- Replace the shingled roof portion of the Frostburg Library.
- Install a heated sidewalk at the Frostburg Library

UNFINISHED BUSINESS

ACLS and the COVID 19 (Coronavirus) State of Emergency

The Library system remains at Phase 3, Sidewalk Service. John Taube stated he anticipates remaining with Sidewalk Service until the end of the month and if case numbers and health guidelines permit, going into Phase 4 in February. John also reported that he sent a letter to the Allegany County Health Department requesting the Library Staff be included in the Phase 1B cohort to receive Covid-19 vaccines.

LaVale Library - Renovation and Expansion Update

Work is getting started and the necessary paperwork is being completed and filed.

As a reminder, we have at least three (3) potential paths to secure additional funding for the FF&E as well as the other elements that will complete the library as designed.

- a) The General Assembly overrides the veto of SB 524, which would increase the amount in the public library state capital grant program from \$5,000,000 to \$7,500,000 and we jump to request that the additional funds are needed on our project.
- b) With the construction schedule taking place in both FY21 and FY22, we cross our fingers that another county library's capital project gets delayed and we can request those newly unencumbered funds,
- c) With an anticipated completion date of the renovation around May 2022 (FY2022), we could submit a new application for FY2023 State capital funding in the amount of \$500,000 to complete the project. FY2023 funds would be available for use in July 2022, and would delay the reopening.

John Taube described the anticipated shortfall to be about \$500,000. This includes:

- \$350,000 for Furniture, Fixtures, & Equipment (FF&E),

- \$10,000 for Fiber disconnection and reconnection
- \$10,000 for the window at the east end of the building
- \$20,000 for the meeting room divider
- \$100,000 in miscellaneous and contingency funds

Personnel Committee - update

Andrea Everett gave us a brief update of the activities that have taken place and events planned for the near future. She mentioned that she will be holding the regular meeting of the Board Personnel Committee in the next two weeks.

PUBLIC COMMENT

Service Leader Kathy Murphy invited the Board to attend the 50th Anniversary Celebration of the Westernport Library. Due to the pandemic, the event will be held over Zoom and feature local historians and former employees to speak about their recollections. The event will also serve as the capstone project for Maureen Caupp's LATI course. The event will be held Tuesday January 26, 2021 at 6PM

ANNOUNCEMENTS and UPDATES

Courtney McKay-Jensen of our South Cumberland Library and Ali Cline of our Washington Street Library were selected to receive the 2021 Outstanding Paraprofessionals Award from the Maryland Library Association. They were nominated and selected for their work organizing and facilitating the *Stamped from the Beginning* Book discussion series this past fall. The committee noted not only the high number of attendees but the community engagement and the multiple partnerships with other local agencies and organizations.

Branch Monthly Reports (sent earlier)

The CDBG Chromebooks and WiFi Hotspots have been received and are being configured for use.

Our Community Book Donation (laundromats and post offices) is going well with demand outstripping supply.

Ashley and the Marketing Department created our wonderful Annual Report in the form of an infographic.

Our video and podcast show "Let's Get Lit!" is going extremely well. Twice a month, we release a new episode to highlight upcoming books and movies in the library system.

UPCOMING PROGRAMS

Children's StoryTimes continue live and online on Tuesday, Wednesday, and Thursday starting January 12, 2021

The Story Corp is also starting a "Chapter a Day" reading club for our older children to participate in starting in February, 2021.

Next Board Meeting is Tuesday, February 9, 2021 at 4PM