

## Allegany County Library Board of Trustees

Regular Meeting

February 9, 2021

4:00 p.m.

### **PRESENT:**

Deb Hendrickson, Tom Finan, Terry Michels, Bill Bingman, 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

**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 January 12, 2021 was made by Tom Finan seconded by Bill Bingman and was approved.

A motion to accept both the statistical report and the financial reports of January 2021 was made by Bill Bingman seconded by Deb Hendrickson and was accepted.

### **NEW BUSINESS**

#### **Introducing New Staff Members**

John Taube introduced Laura Deneen who has been promoted from Service Leader at the Washington Street Library to the position of Coordinator of Branch Services. He also introduced Ali Cline who has been promoted from Service Specialist 2 at the Washington Street Library to the position of Coordinator of Events and Programs.

#### **Presentation of the Proposed Path to successful LaVale Library**

The Library Leadership Team is planning on these hours and staffing when it reopens.

The LaVale library will reopen to the public with these hours:

Monday - Thursday 10AM to 8PM,

Friday and Saturday from 12PM to 5PM.

The LaVale library will require five (5) public service staff to operate.

Whereas, the LaVale Library will not reopen until FY2023, we are taking advantage of the two (2) budget cycles (FY2022 and FY2023) to seek funding to adequately staff the library when it reopens.

To staff the LaVale library with 5 positions will require three (3) new staff members. The proposed FY22 budget includes filling those three (3) positions in the last quarter of FY2022. We choose the last quarter of FY2022 so staff could assist in the moving back in and be trained and ready when the library reopens. We also choose the last quarter to minimize the additional funding needed in the FY22 proposed budget.

In the event the required funding is not secured in FY2022 or FY2023, staff from other branches will be called upon to staff the LaVale library necessitating a reduction in operation hours at the less busy branches.

To mitigate against the potential of loss of access at the less busy branches, ACLS is seeking grant funds to install Library Lockers at the George's Creek and Westernport libraries in FY2022. Library Lockers will allow users to retrieve their materials 24/7 by scanning their library card which will trigger the opening of the appropriate locker containing their items.

### **Presentation of the FY 2022 Proposed Operating Budget**

The Proposed FY2022 Operating Budget makes the necessary steps continue to operate and prepare for the LaVale Library reopening. It takes full advantage of the increase in state funding (\$8924) and requests a minimal increase in local funding of \$6000. It also assumes that the library buildings are open to the public and we are again charging overdue fines to adults, as well as copier and printing charges.

The proposed budget uses the FY21 Budget as revised at the January 2021 Board meeting as its starting point.

- Revenues increase by \$35,215
  - State funding increase by \$8924
  - County funding increase by \$5000
  - Fines and Fee funding increase of \$12,920
  - Copier fees increase of \$2250
  - Printing fees increase of \$5450
  - Interest income increases by \$671
- Expenses increase by \$35,274
  - Supplies increase by \$200
  - Contracted Services increase by \$5000
  - Facilities - Repairs decreases by \$1400
  - Utilities increase by \$2100
  - Vehicles increase by \$250
  - Wages and Benefits increase by \$29,161
  - No changes to the Collections budget
- Embedded within the Wages and Benefits:
  - No COLA increases in wages
  - Promotion of recent LATI graduates to next pay grade
  - Filling 2 LaVale positions in April 2022,

- Filling 1 LaVale position in June 2022

John Taube and the Board reviewed the proposed budget and discussed the thinking behind the recommendations. Bill Bingman moved to approve the proposed FY2022 budget for submission to the County. The motion was seconded by Tom Finan and was approved by the Board.

### **Review the proposal from Maryland NonProfits for Leadership Team Consulting Services**

John Taube noted that within the last year we have reconfigured the leadership structure of the library system. We have revamped the organizational chart, recently hired the Coordinator of Branch Services and Coordinator of Events and Programs, and relatively recently hired the Director of HR (June 2020) and Director of Marketing and Outreach (July 2020).

The goal of reconfiguring the structure and creating the Leadership Team is to create a team that sees the big picture, works together, supports one another, and is committed to driving the library toward reaching its goals. Individual Leadership Team members drive their departments to deliver their contributions toward the big picture.

To achieve this goal, to take advantage of the new staff, and to prevent repeating past errors, John Taube proposed that we hire a Coach for the Leadership Team. Specifically, to set the stage so members of the Leadership Team can develop an agreed upon set of norms and practices to move the library system forward; delineate the separation of duties and responsibilities so there is clarity and accountability in our work; and to serve as a mediator that will allow us to establish new patterns to let go and move forward. John also stated that funding for this work will be reimbursable from the FY2021 Staff Development grants.

During discussion, Board members expressed concern that not all members of the Leadership Team were on board with the idea of a coach for the Leadership Team. Board members also expressed concern that at the end of the process desired results may not be reached. Members of the Leadership Team were asked to share if they thought that hiring a consultant for the Leadership Team was a good idea. Laura Deneen and Ali Cline both stated they were new to the team but were aware of issues that could be improved. Andrea Everett stated that she felt the consultant would be a good idea. Lisa McKenney expressed reservations citing past conversations with consultants. Ashley Swinford was having microphone trouble and John Taube forgot to ask her for an opinion. Jason Armstrong was not present at the meeting.

The Board was also interested in the opinions of the absent board members. Tom Finan moved to delay hiring the Leadership Team consultant until further discussion at the March board meeting. Bill Bingman seconded the motion and it was approved by the Board.

## **UNFINISHED BUSINESS**

### **ACLS and the COVID 19 (Coronavirus) State of Emergency**

The Library System remains at Phase 3, Sidewalk Service for patrons. The Leadership Team is reviewing the plans to move to Phase 4 (limited public access) to update them from November 2020. If conditions are right, we intend to move to Phase 4 around the first of March 2021.

John also reported that the libraries have also coordinated with the Health Department so that we can register the elderly and those without internet access to their “Register to get Vaccinated” website.

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

Work is underway at LaVale with demolition and excavation ongoing.

We worked to finalize several cost saving measures and after discussion with representatives of the Capital Grant program, we felt confident enough of the funding to authorize inclusion of these items at this morning’s Progress meeting:

- \$9800 for exterior painting,
- \$21,000 for the meeting room divider,
- \$10,300 for the East Bay Window, and
- \$6300 for the base of the exterior sign.

We will be applying for funds from the FY23 Capital Grants Program for the purchase of Furniture and equipment as well as cover the costs that exceeded the estimates.

Those funds will be available on July 1, 2022 and I would anticipate a September or October 2022 ribbon cutting.

John Taube also discussed a potential private donation for the project and its potential benefit.

### **Maryland General Assembly Update**

The work of the Maryland Library community has been effective in working to convince the legislators to override the Governor’s veto of the Lifelong Learners Library Act (SB524/HB1000). 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.

The Senate voted to override the veto in early January, 2021. The House voted on February 8, 2021 to override the veto.

With the House override, the original legislation will go into effect 30 days after the vote. Therefore as of March 8, 2021, we will no longer charge overdue fees to minors for material they borrow. A minor is defined in the legislation as anyone under 18 years old.

The legislation also included a \$0.40 per capita increase in state funding to compensate libraries for the loss of overdue fees. Because the Governor submitted his FY2022 budget before the

veto was overridden, the additional funding was not included in the state budget for FY22. Consequently, we will not see the per capita increase until FY2023 or July 1, 2022.

This also applies to the increase in funding for the Public Library Capital Projects Program budget as well. (i.e. that the program budget will not increase in FY2022 but in FY2023.)

### **Personnel Committee - updates**

Andrea Everett updated the Board on recent activity including topics and questions from the library staff.

## **PUBLIC COMMENT**

### **ANNOUNCEMENTS and UPDATES**

On February 1st 2021, we released the first chapter of our Chapter A Day read event series for older children. The series runs weekdays and is currently reading *Because of Winn Dixie* by Kate DiCamillo.

Deb Hendrickson expressed concern that the ceiling tiles at the Washington Street Library were in poor shape and showed signs of discoloration. John Taube remarked that it is due to the leaks at the juncture between the roof of the Academy portion and Addition portion of the buildings. Deb was concerned about the appearance when we allow the public back in the building. John will work our Facilities Coordinator to find a suitable remedy,

### **UPCOMING PROGRAMS**

George's Creek Library is hosting a community local history program on February 17, 2021 at 6:30PM about the crash of the B-52 in Garrett County in 1964. The program will be led by Bucky Shriver.

We will also be holding another round of Community Book Discussions featuring the title *Just Mercy* by Bryan Stevenson starting in March, 2021.

We are working with FSU to develop programs and events at their new Science Education Center featured in the newspaper recently.

Next Board Meeting is scheduled for Tuesday, March 9, 2021 at 4PM.