

Allegany County Library Board of Trustees

Regular Meeting

May 11, 2021

4:00 p.m.

PRESENT:

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

Guests: Lisa McKenney, Andrea Everett, Ashley Swinford, Sherri Uhl, Kathy Murphy, Lisa Mandell, Laura Deneen, Ali Cline

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 April 13, 2021 was made by Tom Finan seconded by Deb Hendrickson and was approved. (Note: Bill Bingman was not yet present for this vote)

A motion to accept both the statistical report and the financial reports of April 2021 was made by Stephanie Marchbank seconded by Deb Hendrickson and was accepted.

PRESENTATION

Preview of 2021 Summer Reading Events - Ali Cline, Coordinator of Events and Programs.

Ms. Cline presented an overview of all the events scheduled for this summer for children, families, and adults.

NEW BUSINESS

American Rescue Plan Act of 2021 - Available Grants for Libraries

The Maryland State Library is making roughly \$3.3 Million available for library projects in a competitive grant cycle. John and the Administrative Team have been working through various ideas and brainstorming projects. Grant applications are due on June 1, 2021. We are considering a variety of projects including Library Lockers, additional outreach vehicles, the LaVale Reopening Celebration, as well as more immediate needs like security cameras and furnishings and equipment upgrades.

UNFINISHED BUSINESS

ACLS and the COVID 19 (Coronavirus) State of Emergency

The Library System moved to Phase 5, (Open with Extra Precautions) on Monday May 3, 2021. Laura Deneen reported that so far, staff and the public have acclimated very well. John mentioned that we hope to discontinue quarantining materials in June, 2021 after receiving a recommendation from the Maryland Department of Health.

Upcoming Board Vacancy

Tom Finan's second term will end on June 30, 2021. The Board chose to conduct telephone interviews with these individuals regarding the vacancy. The telephone interviews will be conducted by Board President Terry Michels and John Taube. They will bring a recommendation to the full board to consider at the June 8, 2021 meeting.

- Julie Westendorf of the Allegany Arts Council,
- Julie McCoy of the Chamber of Commerce,
- Michelle Walker of County United Way,
- Mike Fiscus of React,
- Chris Logsdon, local attorney
- Carole Kenny of the Westernport Friends
- Renee Kneisley of the Local Management Board

The Board also asked John to continue to speak to a representative of the NAACP so that the Library Board can expand its diversity of the Board so we can better address the needs of all parts of Allegany County. John will incorporate their recommendations into the telephone interview schedule.

Proposed Governance Change to Regional Resource Centers (WMRL)

John reported that State Librarian, Irene Padilla, is committed to the proposed change to the governance structure of Regional Resource Libraries in Maryland. Ms. Padilla will seek approval from the Maryland State Library Board on June 15, 2021 to proceed with the proposed legislative changes. If the legislation passes, the new governance structure will take effect on October 1, 2022.

The latest version is based on the discussion last week with the Regional Directors and a Library Director representing each regional. At this meeting the decision was made to replace the professional librarian on the Regional Board of Trustees with "a representative of the regional council of governments".

Particularly in Western Maryland, there are many implementation details that need to be worked out as well the financial implications of shared staff and administrative systems.

LaVale Library - Renovation and Expansion Update

John reported that work is proceeding on schedule. Ralph Munstermann will replace Bruce Johnson as the project manager from Murphy and Dittenhafer as of May 15, 2021 due to Bruce's retirement. Ralph will be moving from the Frostburg City Hall project to our project.

Progress items completed 4-27 thru 5-10-2021

- completed footings
- Completed CMU masonry
- Underslab plumbing installed
- Electric transformer and panels removed
- Foundations backfilled
- Electrical underslab completed on front addition
- Shingles installed to 95%
- Final structural steel submittal submitted

Forecast for next 2 weeks

- Electric underslab at Rear addition
- Install concrete slabs
- Start Framing
- Start underground utilities

Mr. Johnson agreed to the Board's proposal that the Board approve naming one of the two study rooms for a \$15,000 gift. I expect we will receive the gift before the end of the calendar year.

Personnel Committee - updates

Andrea reported that we are happy and proud that Courtney McKay-Jensen and Ali Cline were recognized at the 2021 MLA/DLA Annual Conference as Outstanding Paraprofessionals on May 6, 2021 for their work on the *Stamped From the Beginning* Book Discussion Series.

Leadership Team Development Project Update

The Leadership Team has completed the homework of taking the DiSC Assessment.

[What is the DiSC Assessment?](#)

Our outline of sessions include:

- Session I: TRUST (As a group, and potentially small sessions to address specific dynamics)
- Session II: DiSC debrief and discussion
- Session III: Leader Team Agreements and Accountability (personal and team)
- Session IV: Looking Ahead – Leading as a Team (Goals, Purpose, etc.)

Upgrades to the FY2022 Proposed Budget

John reported that while he has received no official notice, the rumor on the street is that we will receive the full amount of our request. We will continue to revise and develop our FY2022 budget and plans and present it at the June Board meeting for adoption.

PUBLIC COMMENT

ANNOUNCEMENTS and UPDATES

Shane Drake has been selected to fill the role of Service Leader at the Frostburg Branch. Connie Wilson, current Service Leader at our Frostburg branch and former children's librarian has announced her retirement effective May 31, 2021. The Personnel Committee is planning a farewell event for Connie and details will be announced asap.

Our first Lawyer in the Library events on April 28, 2021 went very well and another event is in the planning stage.

Our grant application to the Community Trust Foundation in support of the library lockers project was approved and we have been awarded \$10,000 towards completion and installation.

UPCOMING PROGRAMS

Next Board Meeting is scheduled for Tuesday, June 8, 2021 at 4PM.