

# **Allegany County Library Board of Trustees**

Regular Meeting

June 8, 2021

4:00 p.m.

## **PRESENT:**

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

**Guests:** Lisa McKenney, Andrea Everett, Ashley Swinford, Laura Deneen, Ali Cline.

**Location:** The Board meeting was held outdoors at the George's Creek Regional Library.

The meeting was called to order by Terry Michels.

A motion to accept the minutes of the regular meeting on May 11, 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 May 2021 was made by Sue Rudd seconded by Deb Hendrickson and was accepted.

## **Presentation:**

On behalf of the Board, President Terry Michels spoke of the many contributions of Tom Finan while he served as a Board member. Terry and John Taube then presented him with a plaque from the library system in honor of his service to the community during his tenure.

Tom Finan reflected that he enjoyed his work on the library board. He went on to applaud the library staff for their abilities, dedication, and service. He specifically noted how the library staff rose to meet the moment of the pandemic and how often he hears from community members about how we persevered. He said he would offer a "5 Star Review" to how the library reacted to a once in a century series of events.

## **NEW BUSINESS**

### **Election of new Board Secretary**

With Tom Finan's term ending after this meeting, Bill Bingman volunteered to serve as the Board Secretary. The Board agreed unanimously.

### **Washington Street Bridge Petition**

Terry Murphy, on behalf of the Washington Street Association requested permission to place their petition of support for the repair or replacement of the Washington Street bridge over CSX

tracks at the Washington Street Library for ease of access to gather signatures. Since the County is suing CSX over the bridge, John Taube stated he didn't anticipate any concerns with allowing this. Sue Rudd moved to allow the placement of the petition at the Washington Street Library. The motion was seconded by John Persons and was approved by the board.

## **UNFINISHED BUSINESS**

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

Laura Deneen, Coordinator of Branch Services and other staff are working out the schedule of relaxing remaining restrictions. The following schedule is our working plan.

- We will begin taking reservations for Meeting room usage on July 6, 2021, but Meeting Rooms will remain closed until after Labor Day.
- Volunteers can return to the branches but they must follow all the rules that we do. Wearing masks and encouraging social distancing. The pandemic is still happening and they return at their own risk. Service leaders will be responsible for conveying this information to their branch volunteers.
- Kids toys, games, puzzles, etc. can be returned to use on July 6, 2021.
- Donations will begin again on July 6, 2021. Lisa McKenney will send out a reminder of the library's policy on donations.
- Sneeze Guards and computer dividers will stay up at least through August and we will evaluate again by September.
- We will be encouraging patrons to wear masks through the end of August but they are not required to do so. Staff will also be wearing masks at least through the end of August.
- All furniture can return to use by the public.

### **Upcoming Board Vacancy**

Terry Michels, Sue Rudd and John Taube conducted telephone interviews with eight (8) potential board candidates to fill Tom Finan's seat. Sue and John spoke to Juli McCoy, Renee Kniseley, and Chris Logsdon. Terry and John spoke to Michele Walker, Julie Westendorf, Carole Kenny, Ian Robinson, and Mike Fiscus. Terry, Sue and John then met to discuss candidates so we could make a recommendation to the full Board. The subcommittee recommended that we submit Renee Kniseley and Ian Robinson to the County Commissioners.

After discussion by the full Board, Bill Bingman moved to nominate Renee Kniseley and Ian Robinson for consideration by the County Commissioners. Deb Hendrickson seconded the motion and the motion was approved by the Board.

John Taube will prepare the letter to the commissioner and send it so that the selection can be made prior to June 30, 2021.

## LaVale Library - Renovation and Expansion Update

The project remains on schedule. The concrete slabs for the additions have been poured and walls are being installed.

Daystar reports the following items completed 5-25 thru 6-7-2021 for the Lavale Library

- Installed underground utilities 90%
- Continue framing
- Rough in electric at Brick walls

And forecasts work for the next 2 weeks

- Receive structural steel
- continue framing
- Infill masonry
- Start ductwork in existing building

## Personnel Committee - update

Andrea reports that the committee successfully planned Connie Wilson's retirement celebration and reported that everyone enjoyed themselves. The committee will now turn its attention to upgrading the annual review forms and system as well as review the monthly staff "check in" forms that document work and progress for the annual reviews.

## Leadership Team Development Project Update

The Leadership Team has met twice with Megan and reviewed our DiSC results. The leadership team is a good mix of DiSC styles; Dominance, Influence, Steadiness, and Conscientiousness. The leadership team is working on reframing our differences as assets and are looking to adopt a decision making rubric or checklist to ensure everyone gets to be heard in order to make the best decision.

## Board Adoption of the FY2022 Operating Budget

John Taube presented the operating budget for adoption prepared by the leadership team. John indicated that the budget was a combination of continuing to readjust to the pandemic as well as preparing for the reopening of the LaVale Library in FY 2023.

He reviewed the:

- FY2022 Health Insurance Estimates
- FY2022 Wage Scale
- FY2022 Operating Budget - Summary
- FY2022 Operating Budget.

John mentioned that the highlights of the FY2022 operating budget include:

- A 2% wage increase for all library staff
- Complying with State minimum wages
- Preserving a 4% employee contribution to Health Insurance premiums
- Provides funding for 3 new LaVale staff to start in April 2022
- Adjusts for eliminating overdue fines for minors
- Resets income from printing and photocopying services

- Restores funding for newspaper subscriptions

After discussing the documents and questions, Sue Rudd moved to adopt the FY2022 Operating Budget as presented. The motion was seconded by Tom Finan and approved by the Board.

## PUBLIC COMMENT

## ANNOUNCEMENTS and UPDATES

John Taube reminded the Board that it is time for the Board to select a committee to conduct the Annual Review of the Executive Director. John will send Terry Michels the evaluation form, who will then forward it for the Board to complete.

The Board members present renewed their Annual Review of Conflict of Interest and Code of Ethics Statements. We will gather Stephanie's and the new Board member's forms at the August meeting. Copies of these statements are forward to the County Ethics Committee and kept on file at the library.

The Board agreed on a collective materials donations in honor of Barbara Leasure's service to the Library System.

We submitted our application for American Rescue Plan Act of 2021 funding. We expect to hear from the funders by July 6, 2021. We requested two (2) Outreach and Events vans; library lockers for George's Creek and Westernport Libraries; funding to equip a Digital Creator's Studio in the new LaVale; and funding for presenters at the LaVale Library Ribbon Cutting Celebration.

The City of Frostburg and First Energy are installing two (2) electric vehicle charging stations behind the Frostburg Library in the city lot. Work should be completed by October 2021.

HB581 becomes law - This bill requires publishers who license content to residents in Maryland to license it to libraries under "reasonable" terms, encouraging publishers not providing content to come to the bargaining table and discouraging unfair practices such as library embargoes or "windowing."

Larry VanMeter is retiring after 20 years of service as our Facilities Coordinator.

## UPCOMING PROGRAMS

Next Board Meeting is scheduled for Tuesday, August 10, 2021 at 4PM.