

Allegheny County Library Board of Trustees

Regular Meeting

August 10, 2021

4:00 p.m.

PRESENT:

Deb Hendrickson, Stephanie Marchbank, Renee Kniseley, John Persons, Terry Michels, Bill Bingman, Sue Rudd and John Taube.

Library Leadership Team Present: Lisa McKenney, Andrea Everett, Ashley Swinford, Ali Cline, and Laura Deneen

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

The meeting was called to order by Terry Michels.

Welcome: Renee Kniseley, New Board Member

A motion to accept the minutes of the regular meeting on June 8, 2021 was made by Bill Bingman seconded by John Persons and was approved. (Note: Stephanie Marchbank, Sue Rudd, and Renee Kniseley were not present for this vote.)

A motion to accept both the statistical report and the financial reports of June and July 2021 was made by Sue Rudd seconded by Deb Hendrickson and was accepted.

NEW BUSINESS

Addition of Juneteenth to the library holiday calendar.

Following the lead of the state of Maryland adding a Juneteenth holiday, John Taube requested the Board also add the holiday. Sue Rudd moved to add June 19, Juneteenth as an official holiday for the library system starting in FY 2022. The motion was seconded by Stephanie Marchbank and was unanimously approved.

UNFINISHED BUSINESS

ACLS and the COVID 19 (Coronavirus) State of Emergency

John Taube reported that in light of the recent surge in Covid cases due to the Delta variant, the Leadership Team is preparing plans of action should authorities restrict access to public spaces. He also stated that based on the success of our Sidewalk Services program in 2020, we are confident that we can handle operations safely should it come to that.

John then requested approval to reinstate requiring masks for all library visitors over the age of two (2) starting Monday August 16, 2021. John's rationale included the CDC's July 27, 2021 statement that fully vaccinated individuals should also wear masks indoors in areas of substantial or high transmission areas; Allegany County is a high transmission area; the relatively low number of vaccinated individuals in the county; the significant increase in the county's 7 day moving average case rate per 100,000; and the potential exposure caused by the number of minors using library facilities.

A motion to approve John's request was made by Bill Bingman. The motion was seconded by Sue Rudd and approved by the Board.

LaVale Library - Renovation and Expansion Update

John Taube reported that the project remains on schedule, overall. We are concerned that the delay in receiving the structural steel may cause a delay in completion. The contractor's most recent progress report shows:

Progress items completed 7-17 thru 8-3 for the Lavale Library

- -concrete curbs
- -interior drywall in existing building
- -Framing and blocking
- -Concealed countertop brackets

Forecast for next 2 weeks

- - Receive structural steel
- -Ductwork in Existing Building
- - continue Drywall
- -continue Curbing
- -Roughin Plumbing

Personnel Committee - updates

Andrea reported the committee has been busy planning and carrying out 3 retirement parties in the past 2 months. She also reported that the committee requested additional benefit options during the open enrollment period and that they brought in those carriers for staff to consider. Bill Bingman volunteered to take Tom Finan's spot as the second Board member on the committee.

Andrea also updated the Board on the plans to transform the "All Staff" meetings into a different format. The first will be a "Staff Day" October 11, 2021. On Staff Day, we will be closed to the public and the staff will gather for a variety of staff development opportunities.

Leadership Team Development Project Update

Megan submitted her report and recommendations on July 24, 2021 from her time with the Leadership Team.

In the discussion, John Taube said he felt:

- Her recommendations were "spot on" and the leadership team agreed they were good.
- it helped leadership team members get more comfortable in their roles as managers and helped them to find their voice on the leadership team.
- It created the platform to allow us to move forward as a leadership team and library system.
- it sets us up with a Fresh Start for the way ACLS is run and managed

In response to Megan's recommendations, John reported that the leadership team has clarified roles, responsibilities and levels of authority by splitting the work between Areas of Responsibility and Projects.

- Areas of Responsibility are spheres of activity with a standard of performance to be maintained over time.
- Projects are a series of tasks linked to a goal, with a deadline.
- The Projects we undertake should support and fall into Areas of Responsibility.
- John will focus on the Areas of Responsibilities
- Leadership Team members will be focused on the Projects (and have the authority to carry them out and are responsible for selecting the Projects that contribute to maintaining the standard of performance).

The Leadership Team is compiling a list of current projects so they can be evaluated for the contributions to the Areas of Responsibility. Contributions to the projects list are due on August 18th, 2021.

The Board requested that the leadership team continue in its work, report regularly at Board meetings, and consider a check in meeting with Megan later this fall.

American Rescue Plan Act of 2021 - Available Grants for Libraries

John Taube reported that on July 14, 2021, we were awarded \$45,000 from our grant application. We will put it to use to purchase an Outreach van. The state awarded grants for the purchase of mobile vehicles across the state, so they are working out the purchasing system and I hope to place the order by the end of August.

While we were not awarded funds to install Library Lockers at the George's Creek and Westernport locations, our proposal is under consideration by the County for use of its ARPA funds.

Executive Director Annual Evaluation.

As part of the evaluation process, Terry Michels requested that the Board meet prior to the September meeting to review their notes and compile the findings. The Board agreed to meet on Monday, August 30, 2021 at 4PM at the Washington Street Library.

WMRL Reorganization - update

The State Librarian's plan to reorganize the regional resource centers organizational and operational structure has been delayed by at least one year. Mrs. Padilla is interested in hosting a facilitated workshop of stakeholders to gain support for the plan in late 2021.

PUBLIC COMMENT

ANNOUNCEMENTS and UPDATES

Lisa introduced the Board to our new Lucky Day Collections!

Ali gave a brief update on our Summer Reading programs and promised a more detailed report in September.

Ali also briefed the Board on a new pilot Pop Up Library series this fall.

John Taube reported that using funds from the Facilities Repairs Budget, we have installed security cameras at the South Cumberland Library (using FY2021 funds) and upgraded the security cameras and system at our Frostburg library (using FY2022 funds).

John Taube also reported that In an effort for savings and more reliable service, the Washington Street Library phone service is being switched to Atlantic Broadband. There will be no changes from the user or staff side and our numbers will stay the same. Instead of our service using the existing copper wire infrastructure which is old and finicky, we will connect using new coaxial cables.

UPCOMING PROGRAMS

The next Board Meeting is scheduled for Tuesday, September 14, 2021 at 4PM at the South Cumberland Library.