

Allegany County Library Board of Trustees

Regular Meeting
September 14, 2021
4:00 p.m.

PRESENT:

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

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

Location: The Board meeting was held at the South Cumberland Library. (Note: a Zoom link was also provided to the public and staff)

The meeting was called to order by Terry Michels.

A motion to accept the minutes of the regular meeting on August 10, 2021 was made by Bill Bingman seconded by Renee Kniseley and was approved.

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

NEW BUSINESS

Summary of Closed Meeting on August 30, 2021

Bill Bingman read the summary of the closed meeting on August 30, 2021.

Recommendation that ACLS investments remain with Wells Fargo Advisors

Prior to July 1, 2021, library investments were invested in Wells Fargo accounts and managed by Larry Boggs. In June 2021, Larry Boggs formed a new company Boggs Wealth Management and severed their ties with Wells Fargo. The Library investments are intact and were retained by Wells Fargo.

John stated that the library board retains the right to invest with the firm and advisor of their choosing. John recommended that because he has re-established our relationship with the Wells Fargo advisor in the Johnstown PA office and that Lisa is currently completing the FY2021 Financial Audit and requires reports from our Wells Fargo accounts, that we not make any changes to our investments or advisors at this point. The Board agreed with the recommendation to revisit this topic after the financial audit was completed.

John and Lisa also mentioned that they will investigate after the Audit is complete is the Maryland Local Government Investment Pool. The Maryland Local Government Investment

Pool (MLGIP) provides all local government units of the State a safe investment vehicle for the short term investment of funds.

WMRL FY2022 Service Enhancement Grant application

Library staff has written our application to use \$42,500 of the grant to fund part-time library staff positions and \$5500 of the grant to fund programming and outreach supplies. The \$5500 will be used to pay stipends for speakers and other supplies expenses as we work to make our libraries the place to go for all sorts of help. Ali and Ashley agree that it is difficult to book events and speakers while we are still in the pandemic, so if we can't use it this year, we can use it to pay some of the costs of the LaVale Ribbon Cutting.

The application required the Board President's signature, so we added it to the Board agenda for comment.

Updates on FY2023 CIP Priorities

In January 2022, we will be submitting our CIP projects and funding requests to the County for FY2023. The LaVale Library renovation and expansion will be completed with FY2022 funds. For FY2023, we will request that the roof of the addition of the Washington Street Library be replaced and the HVAC system be replaced at our Westernport Library. Both projects are well beyond their expected lifespan and are currently issues for our staff and operations.

South Cumberland Library Security Guard

John and Leadership Team members briefed the Board on our intent to use operating funds designated in FY2021 for part-time staff to hire a part-time security guard at our South Cumberland Library. Library staff at South report they are unable to maintain a safe, secure, and functional library environment for all patrons with the large number of children and tweens who converge on the library after school hours. John stated that we have tried many different methods to maintain a safe, secure, and functional library environment at South and we believe this is the best next effort. We are looking at a 12 hour per week position on Monday through Thursday from 3PM to 6PM. We hope to have the security guard start by October 1, 2021. John is coordinating with our attorney and our insurance provider to ensure we have not overlooked anything as we plan this upgrade.

UNFINISHED BUSINESS

Leadership Team Updates

Leadership Team members presented highlights from the recent work including:

- Executive Director
 - Attached is the curated list of Leadership Team member projects as of September 1, 2021.
- Director of Administrative Services
- Director of Human Resources
 - Personnel Committee Update
 - Updates to Employee Handbook

- Director of Outreach and Marketing
- Coordinator of Events and Programs
 - Summer Reading Report
 - Pop Up Library update
- Coordinator of Branch Services

ACLS and COVID 19 (Coronavirus)

Allegany County remains above the state average in the [7 day moving average case rate per 100,000](#).

The mask requirement has added additional stress to the staff work day, but there have not been frequent contentious patron encounters.

LaVale Library - Renovation and Expansion Update

The project remains on schedule, overall. The steel has begun to arrive on site and is being erected as it does. The contractor's most recent progress report shows:

- Progress items completed 8-17 thru 9-3 for the Lavale Library
 - -ductwork in existing building and attic
 - -interior drywall in existing building
 - -Steel Beams supporting existing Trusses
 - -Removed Interior temporary walls
 - -Framed roof and wall over Hallway
 - -Started steel on Gable
 - -Started exterior wood on Roadside
 - -Installed window frames at Arch windows
- Forecast for next 2 weeks
 - -Drywall finishing in existing building
 - -Ductwork in Existing Building
 - -continue Curbing and sidewalks
 - -Steel beams in existing walls
 - -install soffit
 - -window frames
 - -Erect Structural steel

Outreach Van Purchase

The purchase of the outreach van is delayed because Hertrich Ford cannot place orders until September 16, 2021 due to the chip shortage. In addition, MSL has not issued a Notice of Grant Award, but it is forthcoming. John stated that he hopes to place our order on Friday 9/17/2021 if the NOGA is in hand.

WMRL Reorganization - update

In preparation for the December 1, 2021 workshop, I have drafted a letter for the Board to send to the Maryland State Library Board. The letter describes our concerns with the process, intent, and likely outcome of the proposed legislation. The letters from each county library system represented by Regional Resource Centers is the latest attempt to mediate the proposed legislation before the concerns are raised with our State Elected Officials. Board members reviewed the letter and approved the draft for continued work by Terry and John.

Executive Director Annual Evaluation.

The Board presented the Annual Evaluation to the Executive Director at the end of the meeting.

PUBLIC COMMENT

ANNOUNCEMENTS and UPDATES

September is Library Card Signup Month! Ashley brought a “giant” library card for Board members to have their picture taken.

The South Cumberland Library Board Trust donated \$5000 to be used for reading programs, events and collections at the South Cumberland Library. The specifics are being finalized and will be shared when they are ready.

The installation of two (2) electric vehicle charging stations is underway at our Frostburg Branch.

Installation of the bike rack has been completed at South Cumberland Library.

In collaboration with the Center for Literary Arts, arborist’s plaques are being installed at our five (5) locations. Each plaque features a different tree related poem. The project is called the “Poet-Tree Project.”

UPCOMING PROGRAMS

The next Board Meeting is scheduled for Tuesday, October 12, 2021 at 4PM at the Westernport Library.