

# **Allegany County Library Board of Trustees**

Regular Meeting  
November 9, 2021  
4:00 p.m.

## **PRESENT:**

Deb Hendrickson, Stephanie Marchbank, 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 October 12, 2021 was made by Bill Bingman seconded by Stephanie Marchbank and was approved.

A motion to accept both the statistical report and the financial reports of October 2021 was made by Stephanie Marchbank seconded by Sue Rudd and was accepted.

## **NEW BUSINESS**

### **Presentation of the FY 2021 Financial Audit**

John was notified that the audit was not ready for presentation. We will reschedule the review for January 2022.

### **Presentation of our Annual Report**

Ashley Swinford, Director of Marketing and Outreach walked the Board through the FY2021 annual report. The annual report will be sent to the Maryland State Library and be available for the public throughout the library system.

### **ACLS FY2023 Budget Goals**

John outlined his goals for the FY23 operating budget. The leadership team uses these goals as they formulate the proposed FY23 operating budget to present to the Board for approval in February 2022. John stated that the goals were:

- 1) Preserve current staff benefits and jobs,
- 2) Create a schedule and system to ensure that we have stable and sufficient staffing at our Frostburg, LaVale, and South branches, and

- a) We need Sufficient staff to absorb sick days/vacations and regular staff development work
  - b) we need Sufficient staff to provide the branch with enough staff so that the staff can do events without harming the other areas of branch operations
  - c) Just like hiring the security guard at South, we had to step back and admit that our approach was not working and that we needed to try something brand new.
- 3) Make the LaVale Library a success.
- a) fund sufficient staffing
  - b) fund utilities
  - c) fund supplies
  - d) Moving back in
  - e) break in period

The Board agreed with using these goals in formulating the FY23 operating budget.

### **Staff Bonuses Research Findings**

John sent a request to Maryland Library Directors to ask how they handle staff bonuses. Of the six responses, three indicated bonuses were awarded to all staff either at the end of the fiscal year or near the holidays, if the budget allowed it. One indicated that gift cards were awarded to all county employees during the holiday season. Two indicated that they did not award performance bonuses but relied on their annual appropriations to mark performance and longevity.

The Board asked John to draft a Staff Bonus Policy for our use.

## **UNFINISHED BUSINESS**

### **Leadership Team Updates**

- Executive Director
- Director of Administrative Services
- Director of Human Resources
  - Personnel Committee update
- Director of Outreach and Marketing
- Coordinator of Events and Programs
- Coordinator of Branch Services

### **ACLS and COVID 19 (Coronavirus)**

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

Andrea and John updated the Board on our updated practice regarding reporting to work while waiting for test results. In consideration of the high percentage of our staff who have received vaccines, we have adjusted our practice so that staff who have taken a covid test after being

exposed may continue to report to work while they wait for the test results. If the staff member felt ill or exhibited symptoms, they would stay home until the results were available.

On November 5, 2021, US OSHA released new regulations regarding mandatory vaccinations for employees of businesses with 100 or more employees as well as state and local governments. As a component unit of county government the library will be complying with these regulations. The regulations require that for the health and safety of workers, we must adopt a mandatory vaccination and weekly testing policy for all staff.

We will be watching for additional guidance from the county and the results of several legal challenges to the regulations, but in the meantime, we will also be creating our plans to comply with the regulations within the timeline.

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

The project remains on schedule and work is expected to accelerate now that the structural steel has arrived and allows work to proceed on the additions.

At the January meeting, John will share the plans to use the Knipple account to assist with acquiring the equipment we will be responsible for purchasing.

### **WMRL Reorganization - update**

Terry and John Taube traveled to Hagerstown on Tuesday 11/2/2021 to work with our regional partners to prepare for the 12/1/2021 Conference. It was a good meeting where all aspects of the proposed legislation was discussed. At the 12/1/2021 conference, John and Terry predict that the state librarian will attempt to limit discussion to tweaking the language of the proposed legislation, while the public libraries, regional resource centers and their boards will attempt to rewrite or nullify the proposed legislation.

## **PUBLIC COMMENT**

### **ANNOUNCEMENTS and UPDATES**

Branch Monthly Reports for October 2021

STAR Cards have been created for all students using data from this school year.

The Reeve's Foundation has awarded the Westernport Library \$5000. It will be split between collections and events and programs.

### **UPCOMING PROGRAMS**

The next Board Meeting is scheduled for Tuesday, January 11, 2022 at 4PM at the South Cumberland Library.