

Allegany County Library Board of Trustees

Regular Meeting

January 11, 2022

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 November 9, 2021 was made by Sue Rudd seconded by Renee Kniseley, and was approved.

A motion to accept both the statistical report and the financial reports of November and December 2021 was made by Deb Hendrickson seconded by Bill Bingman and was accepted.

NEW BUSINESS

Presentation of the FY 2021 Financial Audit

Tim Michaels from Huber, Michaels and Company presented the annual financial audit to the Board. He reported the findings that library processes and procedures were within the appropriate standards.

During their work, Huber, Michaels discovered that our policy of collecting time cards from all employees had lapsed during the pandemic. We have resumed collecting them from all employees.

In other good news, we will be working with Huber, Michaels to instruct Lisa McKenney how to close the books at the end of each fiscal year. This may produce lower audit costs and improve separation of duties in our auditing process.

Bill Bingman moved to accept the audit, the motion was seconded by Sue Rudd and was approved by the Board.

ACLS FY2023 Budget Review

John Taube reviewed the steps he and the Leadership Team had taken to develop the current draft of the proposed budget.

- We looked at the Board Goals set at the November 2021 meeting.
- We looked at the desired LaVale schedule
- We looked at the staff needed to achieve the desired LaVale Schedule
- We examined the system wide schedule as it related to the desired LaVale schedule.
- Our ability to achieve the desired schedule is driven by the number of staff.
- The number of staff is driven by the budget.
- We examined at our plans and assumptions made in the FY22 budget
- We accommodated the need to incorporate mandatory minimum wage increase on January 1, 2023 and its ripple effect across all wages and grades.
- We set a scheduling goal to maintain current hours and add Lavale’s desired schedule
- We drafted numerous versions of a proposed budget:
 - Examined maintaining current hours and adding in LaVale hours
 - examined a straight 2% increase across the board
 - examined applying the mandatory minimum wage adjustments on 7/1/2022
 - examined giving no wage adjustments until mandatory minimum wage adjustments became the law on 1/1/2023
- We then sought help from staff who have scheduled staff in the past to see if they could find something we missed.
- We requested usage patterns but have not received all of them yet.
- Based on the suggestions of staff who had done scheduling previously, we have pushed and pulled at all our numbers again to come up with the proposed FY23 Budget and Schedule. I think it is a reasonable and good faith effort to serve our mission and our goals and community.

John then listed the highlights of the proposed budget:

PROPOSED OPERATING HOURS

	Mon	Tue	Wed	Thu	Fri	Sat
Frostburg	10-8	10-8	10-8	10-8	10-5	10-5
GCRL				10-5	10-5	10-5
LaVale	10-8	10-8	10-8	10-8	10-5	10-5
South	10-8	10-8	10-8	10-8	10-5	10-5
WSL		10-5	10-5	10-5		
West	10-5	10-5	10-5			

INCREASE IN HOURS OPEN TO THE PUBLIC (per week)

	Current	FY2023 Proposed	Net change per week
Frostburg	35	54	+19
George's Creek	28	21	-7
LaVale	0	54	+54
South	35	54	+19
Washington Street	28	21	-7
Westernport	28	21	-7
Total	154	225	+71

PROPOSED TYPICAL SHIFTS

Hours per	Shift	Mon	Tue	Wed	Thu	Fri	Sat
Frostburg	F1	10-5	10-5	10-5	10-5	10-5	10-5
	F2	1-8	1-8	1-8	1-8		
GCRL	G1				10-5	10-5	10-5
	G2						
LaVale	L1	10-5	10-5	10-5	10-5	10-5	10-5
	L2	1-8	1-8	1-8	1-8		
South	S1	10-5	10-5	10-5	10-5	10-5	10-5
	S2	1-8	1-8	1-8	1-8		
WSL	Wa1		10-5	10-5	10-5		
	Wa2						
West	We1	10-5	10-5	10-5			

PROPOSED STAFF PER SHIFT

Staff per	Shift	Mon	Tue	Wed	Thu	Fri	Sat
Frostburg	F1	2	2	2	2	2	2
	F2	2	2	2	2		
GCRL	G1				2	2	2
LaVale	L1	2	2	2	2	2	3
	L2	3	3	3	3		
South	S1	2	2	2	2	2	3
	S2	2	2	2	2		
WSL	Wa1		2	2	2		
West	We1	2	2	2			

STAFFING HIGHLIGHTS

Fund the South Cumberland Security Guard \$30/hr x 12hrs/week x 50 weeks /year=\$18,000

Apply 2% wage increase as of July 1, 2022.

Apply MD minimum wage of \$13.25 per hour to wage scale and adjust scale and wages accordingly starting January 1, 2023.

Add one 28 hour/week Service Specialist position for GCRL/West/WSL

Add one 35 hour/week Service Specialist for LaVale

LAVALE REOPENING

Add LaVale Library to Perfect Reflections facilities maintenance contract. Annual cost increased to \$31,200.

Funds for staff photocopier at LaVale - Add \$1000

Add LaVale Library to cleaning contract at \$1000/month or \$12,000

Increase costs of utilities - roughly \$10,800 more per year

Added additional \$1500 for snow removal at LaVale

Added \$1000 for cleaning supplies at LaVale

Added \$500 for office supplies at LaVale

Added \$400 for display supplies at LaVale

Increased income from fines, copier, and printing at LaVale

MAINTAIN OPERATIONS

Increase in cost of natural gas as of Oct 2022 (9 x 200=1800)

Added \$7000 for replacement cycle of juniper networking equipment in Facilities New

Add \$2000 for fuel for events van

John asked the Board if they wished to include staff bonuses in the FY2023 proposed budget. The Board indicated they would like to include bonuses in the proposed budget. The Board will next review the proposed budget at the February 8, 2022 meeting.

Polaris Advisory Team recommendations

In order to make the most of our shared catalog of materials with Washington and Garrett counties, we have formed a Polaris Advisory Team. This team is tasked with finding areas of shared efficiency and redundancy that could be improved upon. Lisa is our representative and they have made a solid start to harmonize the circulation rules and policies of the 3 counties. In order to improve the patron experience and improve staff effectiveness and efficiency, the team recommended a number of changes to our circulation rules. Lisa reviewed the most relevant policy changes with the Board and discussed their impact.

Sue Rudd moved to approve the policy changes, Bill Bingman seconded the motion and the motion was approved by the Board. The changes will take effect in February 2022.

Building up the Reserve Account

John and Lisa reported that the equipment failures and maintenance needs we have experienced this past fall have revealed that we have been deficient in saving funds in the Reserve Account for such unexpected equipment failures. We do not currently have sufficient funds in our Reserve Account, so we will absorb the repairs out of operating this year. John outlined a process to begin transferring \$1000 per month into our Reserve Account from our operating budget. This will begin to restore the needed funds for the future.

Request to use Reserve Account funds at Westernport Library

On January 4, 2022, the furnace that heats the meeting room and public restroom at the Westernport Library gave out. We are still planning to request CIP funds to replace all furnaces, and considered holding off on the repair. But since it is so early in the winter and we wish to resume in person programming at the libraries, we think we should proceed with the repair. John requested that we pay for the new furnace with Reserve Account funds. The cost of the replacement furnace is \$4224.

The motion to approve use Reserve Account funds to replace a furnace at Westernport Library was made by Sue Rudd, seconded by Deb Hendrickson and approved by the Board.

UNFINISHED BUSINESS

Leadership Team Updates

- Executive Director
 - Leadership Team Projects List
- Director of Administrative Services
- Director of Human Resources
 - Personnel Committee update
 - Updates to the Employee Background Check Policy
 - Updates to the comp time policy

- Updated Exit Interview form and procedures
- Director of Outreach and Marketing
- Coordinator of Events and Programs
- Coordinator of Branch Services
 - Branch Reports

ACLS and COVID 19 (Coronavirus)

Due to the Omicron surge, John reported that we have postponed the resumption of indoor children's programs until at least February.

He also reported that we have been a vital partner in getting the Rapid Testing Kits to the community with our partnership with the Health Department.

Ali Cline reported that we also hosted a successful vaccine clinic in the South Cumberland branch yesterday.

LaVale Library - Renovation and Expansion Update

The project remains on schedule and work is focused on sealing the library so work can continue unabated during the winter months.

John updated the Board on the furniture, fixtures, and equipment needs.

The cost of the furniture and shelving has increased by \$50,000 since the original bid due to the pandemic. The original quote of \$370,000 has increased to \$420,000. We are anticipating slight decreases after January 1, 2022.

There are also necessary items in the project that are ineligible for State reimbursement due to their portability or lack of a 15 year lifespan. John planned to use the Knipple Board restricted account to fund these ineligible items. Due to the pandemic, these costs also exceeded original estimates.

One positive of the pandemic is that WMRL has a significant unrestricted surplus and will make funds available to each local library system. I propose a combination of using the Knipple funds and the WMRL Surplus to address our needs.

From the Knipple account, I request the Board approve use of up to \$50,000 for the following items: \$30,000 for the exterior Double sided LED sign; \$10,000 for the installation of a security camera system; and \$10,000 for necessary computers and technology for LaVale. The Knipple account has approximately \$91,000 as of December 1, 2021 and is a Board restricted account.

From the WMRL Surplus, I request Board approval of a request to seek \$40,000 for the furniture and shelving and \$30,000 for an "opening day collection." I anticipate being able to shave \$10,000 in items from the furniture and shelving quote. An opening day collection is just that, a brand new collection of adult, teen and children's materials for the public to borrow when the library reopens. Most MD Library capital projects include this in their costs, but we could not

afford that in Allegany County. We will also transfer LaVale materials back from the other branches where they have been in use during the renovation.

A motion to approve the use of Knipple account and WMRL unrestricted Surplus funds for LaVale furniture, fixtures and equipment needs was made by Sue Rudd. The motion was seconded by Bill Bingman and was approved by the Board.

Library Lockers at George’s Creek and Westernport Libraries

In the spring of 2021, we were awarded \$10,000 from the Community Trust Foundation for partial funding of installation of library lockers at the George;s Creek and Westernport Libraries. We applied for the remaining funding from the Maryland Public Library ARPA funds. The Maryland State Library chose to award ARPA funds to our Events and Outreach Van rather than for the lockers. We have since applied for funding to install the lockers from County ARPA funds, but the county has yet to act on our request. John requested approval to request WMRL Surplus funding for the lockers if the county does not fund our request by March 1, 2022. The estimate for the installation of the lockers at the two libraries is roughly \$45,000, so our WMRL request would be for \$35,000.

A motion to approve applying for WMRL unrestricted Surplus funds for the installation of the library lockers was made by Sue Rudd. The motion was seconded by Bill Bingman and was approved by the Board.

Knipple Account and WMRL Unrestricted Surplus funds will be allocated as follows:

Knipple Account	\$50,000	WMRL Surplus Funds	\$105,000
Exterior LED Sign	\$30,000	Furniture Gap	\$40,000
Security Cameras	\$10,000	Opening Day collection	\$30,000
Computers and Tech	\$10,000	GCRL & West Lockers	\$35,000

WMRL Reorganization - update

Terry and John reported that they traveled to the Regional Library Conference held on 12/1/2021 in Annapolis. The conference was attended by representatives of all regional libraries, the Maryland State Library Board. Small groups upgraded and then revised each section of the proposed legislation with the intent of improving in a revenue neutral manner.

At the end of the day, Terry and John felt comfortable with the upgraded legislation. We were successful in positioning WMRL under the existing governing board of the Washington County Free Library System, with the WCFL Board advised by the advisory committee made up of local library directors and Board members. In this model, WMRL will not have to become an independent entity that will divert \$337,000 per year that currently goes to the local libraries in Western Maryland.

The next steps include a review by the Maryland Attorney General's office and review by the entire Maryland State Library Board.

PUBLIC COMMENT

Ashley Swinford read all the comments from staff posted in the Zoom chat. The staff comments expressed concerns with the proposed budget and its impact on the library's communities.

Sarah McGuire, Service Leader at South Cumberland Library shared a request to modify library operations due to the Omicron surge. John and the Leadership Team agreed to review the suggestions and reply to all staff by Friday 1/14/2022.

ANNOUNCEMENTS and UPDATES

The American Association of Publishers is suing Maryland to block implementation of the unanimously passed eBook bill

The Association of American Publishers (AAP) has sued Maryland to enforce a temporary and then permanent injunction against digital content bill that will become effective on January 1. The law requires publishers who offers to license an electronic book to the public to also offer to license the book to public libraries in the State on reasonable terms that would enable public libraries to provide library users with access to the electronic book; requiring the license terms authorizing public libraries to provide access to electronic books to include certain limitations and measures; etc.

The libraries in Maryland have sent additional information to the Attorney General showing how the law expands access to materials for our communities.

For its **holiday donation**, the library staff donated \$175 to the Union Rescue Mission.

We are working with **Barbara Leasure's** family for a brief reception to unveil her plaque.

We will be applying for additional CDBG funds to continue the **Chromebooks and hotspots** service at the South Cumberland Library. WMRL is also planning on continuing to pay for the data service for the hotspots at the other library location.

UPCOMING PROGRAMS

The next Board Meeting is scheduled for Tuesday, February 8, 2022 at 4PM at the South Cumberland Library.