

Allegany County Library Board of Trustees

Regular Meeting

June 14, 2022

4:00 p.m.

South Cumberland Library

PRESENT:

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

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

The meeting was called to order by Terry Michels.

A motion to accept the minutes of the regular meeting on May 8, 2022 was made by Renee Kniseley seconded by Deb Hendrickson and was approved.

The statistical report and the financial reports of May, 2022 were presented but not accepted as Sue Rudd had left and we did not have a quorum.

NEW BUSINESS

FY2022 Library employee end of year bonus recommendations

Director of Human Resources, Andrea Everett presented a draft of the Bonus Policy and Procedure. She reviewed how the policy would be applied and gave examples of bonuses. Andrea explained that pending approval of the policy, she would present the employees and the amounts of bonuses to the Trustees at their August 2022 meeting. Renee Kniseley made a motion to approve the Bonus Policy and Procedures. Sue Rudd seconded the motion and the motion was passed.

Request to change the destination account of FY2022 Operating Budget Transfers

John Taube explained the reasoning behind this idea and then withdrew the request as more work was needed before it was ready for consideration.

UNFINISHED BUSINESS

Adopting the FY2023 Budget

John Taube reviewed the documents and premises that made up the operating budget for Fiscal 2023.

- Highlights of the Operating Budget
- Current Wage Scale (FY2022)
- Wage Scale - effective July 1, 2022
- Wage Scale - effective January 1, 2023

- Health Insurance Costs estimates
- Schedule of Public Hours of Operation
- Schedule of Staff Hours and Shifts
- Operating Budget -Summary Table
- Operating Budget - Detailed Table

After reviewing the documents, the Board discussed the budget and plans. Renee Kniseley made a motion to adopt the operating budget for FY 2023. The motion was seconded by Deb Hendrickson and approved by the Board.

Leadership Team Updates

- Director of Administrative Services
- Director of Human Resources
- Director of Outreach and Marketing
- Coordinator of Events and Programs
- Coordinator of Branch Services

LaVale Library - Renovation and Expansion Update

The contractor reports completion of these items as of 6/3/2022:

- Continue final paint
- Final Paving
- Landscaping
- completed concrete
- soffit at reading room and exterior wall finishes
- continue flooring
- Door hardware
- Interior signage
- exterior signage- lettering
- final coat and start sanding reading room ceiling

Forecast for next 2 weeks

- Pavement Markings
- continue Flooring
- Door hardware
- Continue paint finishes
- check on cedar delivery
- order column
- Start punchlist by Daystar

PUBLIC COMMENT

ANNOUNCEMENTS and UPDATES

Branch Monthly Reports for May 2022 were sent earlier.

Removing moving streaming services from the WiFi hotspots has been a success with a reduction of half the number of devices disabled for data over usage.

The family of former Library Trustee Barbara Leasure will be stopping by the Washington Street Library on Saturday June 18, 2022 at 10AM for a group photo surrounding her memorial plaque adjacent to the entry to the children's room.

A schedule of FY2023 Library Board of Trustees meetings was distributed.

UPCOMING PROGRAMS

Next Board Meeting is scheduled for Tuesday, August 9, 2022 at 4PM at the LaVale Library.