

## **Allegany County Library Board of Trustees**

Regular Meeting

August 9, 2022

4:00 p.m.

South Cumberland Library

### **PRESENT:**

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

**Library Leadership Team:** Lisa McKenney, Andrea Everett

**Guest:** Stephanie Marchbank

The meeting was called to order by Terry Michels.

A motion to accept the minutes of the regular meeting on June 14, 2022 was made by Renee Kniseley seconded by Bill Bingman and was approved by the Board.

A motion to accept both the statistical report and the financial reports of June and July, 2022 was made by Sue Rudd seconded by Deb Hendrickson and was approved by the Board.

### **NEW BUSINESS**

#### **Board Vacancies**

Board members, Stephanie Marchbank and Bill Bingman's terms as Board members expired on 6/30/2022. Bill is eligible and has agreed to serve another term on the Board. In order to fill Stephanie's spot on the Board we need to recommend two people to the County Commissioners for the vacancy. We have several candidates from last year's vacancy that we can re-consider, including Juli McCoy and Michele Walker, as well as new candidates.

Deb suggested that John and Lexa Fazenbaker would be good candidates from the Westernport area. Deb also suggested we consider Craig Alexander from Midland. Lisa McKenney suggested we consider Bucky Shriver from the Lonaconing area. Kathy Murphy suggested via the chat that the Board contact Allen Shapiro.

After considering all the suggestions and the desire for geographic, occupational, and inclusive diversity, the Board asked John to request that Marie Shipley from the LaVale Friends board consider joining the Board. If Marie consented to be considered for the Board, the Board asked John to submit both Marie Shipley and Juli McCoy as our candidates to replace Stephanie Marchbank. John indicated that he will try to have Bill Bingman reappointed in the same letter to consider Marie and Juli to the commissioners.

The Board noted the absence of Board member John Persons. The Board indicated his absence has been felt as the Board continues to guide the library system. John Taube noted that the Bylaws permit the removal of a Board member after two (2) consecutive absences from Board meetings. John Persons last attended a board meeting in February 2022. Sue Rudd moved to ask John Taube speak with him to see if he wanted to continue his term. The motion was seconded by Bill Bingman and was approved. John Taube will call John Persons to notify him of the Board's desire.

## **WMRL MOU**

In preparation for the State Librarian to submit legislation to revise and update the state law regarding Regional Resource Centers, WMRL was asked to update its "Basic Agreement and MOU." The MOU names Washington County Free Library as the administrative and physical host of WMRL and expands on the duties and roles of WCFL, WMRL, ACLS and Ruth Enlow Library of Garrett County. Terry and John have worked on the MOU and are designated to sign the MOU on behalf of ACLS, pending Board approval.

After discussing the matter, Sue Rudd moved to authorize Terry Michels and John Taube to sign the MOU. The motion was seconded by Deb Hendrickson and was approved by the Board.

## **UNFINISHED BUSINESS**

### **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 general contractor is slowly completing the project. There are outstanding items due to supply shortages or insufficient manpower at the site. We expect most items to be completed before the September 23, 2022 reopening ceremony.

The Shelving was delivered and assembly was completed on July 29, 2022. Staff, led by Shane and Lisa are now shelving materials from the branches at LaVale. They expect the shelving of materials to be completed by the reopening ceremony.

The remaining furniture will be delivered and installed starting on August 15, 2022. Jason continues to complete the network wiring of library computers and technology.

John and staff submitted a grant application for \$8250 from the Appalachian Regional Commission to offset the cost of adding new computers to LaVale.

Our Grand Reopening planning committee invites your help to the planning. If any or all Board members wish to serve on this committee we would love to have you. Our next meeting is 8/17/2022 at 3PM at LaVale library.

### **FY2022 Library employee end of year bonus recommendations**

At the May Board meeting, the Board designated that bonuses this year would be allocated to all staff as a small thank you for the staff's creativity and flexibility working through the last Covid shutdowns. As part of the FY2023 operating budget, \$4000 was budgeted for staff bonuses. Andrea has calculated the bonuses and we recommend allocating bonuses as indicated on the attached document. Eligible full-time staff would receive \$125 and part-time staff would receive \$65 as a one-time bonus. The bonuses would be paid as part of the employees regular paychecks.

Bill Bingman moved to approve the awarding of the one time bonuses for FY2022. The motion was seconded by Sue Rudd and was approved by the Board.

## **PUBLIC COMMENT**

## **ANNOUNCEMENTS and UPDATES**

Branch Monthly Reports for July and August 2022 were sent via email.

### **Annual disclosure and ethics statement**

Each year, Board members and the executive director complete the annual disclosure and ethics statement for the county ethics board. The board members present completed their forms.

### **Director performance review**

Terry kicked off the process of coordinating the completion of John's annual performance review by asking John to send the updated evaluation form to her for distribution.

### **Coordinator of Branch Services - resignation**

Laura Deneen, Coordinator of Branch Services announced her resignation effective 8/5/2022. She has played an important role on the leadership team since its inception and her guidance was vital to successfully navigating the pandemic closures. We will conduct a regional search to fill the Coordinator of Branch Services position.

We also have a vacancy for the Service Leader position at Frostburg that we will fill as soon as possible. Luckily for us, Andrea has been able to schedule staff so that branches can remain open and staff can take their paid time off through the month of August.

The County resealed the flat rubber roof portion of the Washington Street Library.

The County is also moving forward with grant funding to scrape and paint the exteriors of windows stabilizing the stone wall, and flattening the brick sidewalk surrounding the Washington Street Library. Work may begin in late August.

We successfully partnered with the University of Maryland iSchool to host 2 high school students in the Info Challenge summer camp at South Cumberland the last week in July. The students were led through a process of data analysis, interpretation, and visualization using real world data. We also invited ACM's Autumn Becker to speak to the students about ACM's new data analytics program.

Each Board member is receiving a copy of the Huber, Michaels Audit engagement letter.

In Ali and Ashley's absence, John highlighted the Mini-Market events scheduled for the branches and George's Creek's adopt a seashell activities.

John also mentioned that the library now offers access to the Washington Post newspaper from home and the library with your library card.

## UPCOMING PROGRAMS

Next Board Meeting is scheduled for Tuesday, September 13, 2022 at 4PM at the LaVale Library.