

Allegany County Library Board of Trustees

Regular Meeting

May 9, 2023

4:00 p.m.

LaVale Library

PRESENT:

Deb Hendrickson, Renee Kniseley, Juli McCoy, Bill Bingman, Sue Rudd, Gary Leasure, and John Taube.

Library Leadership Team: Andrea Everett, Ashley Swinford, Ali Cline, Shea Morse

The meeting was called to order by Bill Bingman.

A motion to accept the minutes of the regular meeting on April 11, 2023 was made by Sue Rudd seconded by Gary Leasure and was approved.

A motion to accept both the statistical report and the financial reports of April 2023 was made by Renee Kniseley seconded by Deb Hendrickson and was accepted.

PRESENTATION: Ali Cline gave a preview of our Summer Reading Event Series

NEW BUSINESS

Selections of candidates to interview for upcoming Board vacancies

The Board narrowed its candidate list to Jamie Echefu, Artie Lee Travis, Veronica Crosby, and Allen Shapiro. John will arrange a meeting with the candidates and a sub-committee of board members to discuss roles and responsibilities and answer any question they may have. John and the sub-committee will prepare a recommendation for the June 13, 2023 Board meeting.

Tri-County Library Board Retreat

Deb Hendrickson, Renee Kniseley, and Juli McCoy attended the retreat with members of the Washington and Garrett County Library Boards. The retreat covered the difference between governing and management boards as well as succession planning. ACLS Board members shared that the meeting was informative and that it was good to hear from other boards with similar issues. John will send a copy of the presentation as soon as it becomes available.

UNFINISHED BUSINESS

Leadership Team Updates

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

Proposed FY2024 Operating Budget

On Friday 4/28/2023, the county announced it will increase our funding by \$125,000 instead of the \$250,000 we requested. The Leadership Team is scouring the budget for options and savings. John and the leadership team presented the items they are considering to balance the budget.

Those items included:

- Minimum wage adjustments take effect on July 1, 2023
- 6th LaVale position eliminated
- 4th Events and programs position eliminated
- 2nd staff at West stays a contract employee at 28 hour per week
- Frost, LaVale, WSL, and South get a 21 hour per week part timer
- GC, and West get a 14 hour per week part timer
- Employee contribution to health insurance increases from 4% to 6%
- Use up to \$35,000 in fund balance to balance the budget

Final recommendations will be presented at the June 13, 2023 regular Board meeting.

ACLS Quality of WorkLife Survey Progress - update

Leadership Team members shared their initial feedback on May 8, 2023 All Staff meeting and staff levels of satisfaction with the progress we have made.

These general themes emerged:

Staff Comments -Positives:

- Staff feel more connected to library programs
- Regular email updates are appreciated

Staff Comments- room for improvement

- Too many emails
- Cannot keep track of all that is going on
- Closing the loop on “final” versions
- Still some kinks in sending and receiving info up and down the chain of command
- Wages and opportunities for advancement

PUBLIC COMMENT

ANNOUNCEMENTS and UPDATES

Branch Monthly Reports for April 2023 were sent via email.

The [Optelec Reading machine](#) has been purchased for public use at the LaVale Library. The LaVale Lions Club donation has been received and a small reception will be planned when it is ready.

Naloxone Vending Machine

The vending machine was loaded and turned on at our George's Creek Library on April 17, 2023. So far it has not proven a distraction to staff, library users, or the community.

UPCOMING PROGRAMS

Next Board Meeting is scheduled for Tuesday, June 13, 2023 at 4PM at the Frostburg Library.