

# Allegany County Library Board of Trustees

Regular Meeting

August 8, 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:** Lisa McKenney, Andrea Everett, Ashley Swinford, Ali Cline, Shea Morse

The meeting was called to order by Deb Hendrickson.

A motion to accept the minutes of the regular meeting on June 20, 2023 was made by Bill Bingman seconded by Juli McCoy and was approved.

A motion to accept both the statistical report and the financial reports of June and July 2023 was made by Sue Rudd seconded by Gary Leasure and was accepted.

## **NEW BUSINESS**

### **Election of Board officers for FY2024**

Sue Rudd moved to elect the following Board members as officers for the FY2024 year:

- Chair- Renee Kniseley
- Treasurer- Deb Hendrickson
- Secretary- Bill Bingman

The motion was seconded by Juli McCoy. The motion was approved and the new officers immediately assumed their duties.

### **Review of Board member position description**

John requested that board members review the Library Trustee position description. John asked for comments, questions, and upgrade suggestions by the September 12, 2023 meeting.

### **Approval of FY2023 Bonus distribution**

John presented his recommendation for staff bonuses. Bill Bingman moved to approve the bonus distribution, and Gary Leasure seconded the motion. During discussion of the motion, the Board requested additional clarification on the Bonus Policy approved last year. John did not have copies of the policy immediately available for distribution. Bill Bingman withdrew his motion and the discussion was tabled.

### **Presentation: How we select material to purchase**

Lisa McKenney, Maryland Appel, Nora Drake, and Lisa Mandell of the Materials Department provided an overview of the process they use when selecting materials to purchase for our collections.

### **Presentation: Inactive-new to the library report project**

Shea Morse provided an overview of our use of the *“Inactive-New to the library”* report. The *Inactive- New to the library* report identifies new new materials that have not been checked out in the first 35 days of their availability. Those items are then transferred to other library branches with the goal of making them available to a new audience. Shea mentioned that this report is part of our ongoing efforts to put things on shelves where they will circulate and move things off shelves where they don’t circulate. We have been acting on these reports since late May 2023 and plan a review of its results in October 2023.

We have also produced and started use of the Not so new to the library report. Our next undertakings include reports for duplicate copies and improved Board reports.

### **Tri-County Summit**

The Tri-County Summit has been scheduled for Monday October 9, 2023. John requested permission to close the library to the public on that indigenous peoples day so all staff may attend the summit. A motion to close to the public on 10/9/2023 so all staff could attend the mandatory summit was made by Sue Rudd, seconded by Bill Bingman and was approved.

## **UNFINISHED BUSINESS**

### **Selections of candidates to fill the upcoming Board vacancy**

The County Commissioners expect to appoint Terry’s replacement at their first meeting in August.

### **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

## **PUBLIC COMMENT**

## **ANNOUNCEMENTS and UPDATES**

Branch Monthly Reports for June and July 2023 are attached.

Our libraries were visited by a first amendment auditor. Staff performed in the best possible manner of professionalism and calm such that there were no incidents or interventions necessary.

We will host a small ceremony with the LaVale Lions Club on Tuesday August 22, 2023 at 4PM to unveil their gift of an Optelec Reading Machine. We will be joined by John Owens, Director of the Maryland Library for the Blind and Print Disabled and member of the club.

The LaVale Civic Improvement Association planted a Liberty Tree on LaVale grounds. They will organize a dedication ceremony in the spring of 2024.

New Staff Intranet went live on 8/1/2023 and we thank Ali and members of the Leadership Team who loaded and rewrote documents to serve as the operations manual for the system.

The staff picnic was held on July 26 at Rocky Gap State park. We awarded Terry her Plaque and also service awards for Kate Metzger, Stacy Winter, Misty Humbertson, Maureen Caupp, and Kathy Murphy. The picnic was a great success and I want to thank Andrea for planning and doing all the grilling.

The Washington Street Library will be recognized by the Let's Beautify Cumberland Committee for its plantings on August 15, 2023. A big thanks to Kate Metzger for donating extra time to the work and Jess Shipley our Service Leader at WSL.

The Library System was also named a finalist in the Chamber of Commerce outstanding non profit of the year award. The banquet honoring recipients is November 9, 2023.

The Naloxone vending machine at our George's Creek Library has dispensed 27 packages since it's placement.

## UPCOMING PROGRAMS

**Next Board Meeting** is scheduled for Tuesday, September 12, 2023 at 4PM at the Westernport Library