

# Allegany County Library Board of Trustees

Regular Meeting

February 20, 2024

4:00 p.m.

George's Creek Regional Library

## **PRESENT:**

Deb Hendrickson, Renee Kniseley, Bill Bingman, Sue Rudd, Artie Lee Travis and John Taube.

**Library Leadership Team:** Lisa McKenney, Andrea Everett, Ashley Swinford, Ali Cline, Shea Morse and Shannon Solomon attending for LATI.

The meeting was called to order by Renee Kniseley.

A motion to accept the minutes of the regular meeting on January 9, 2024 was made by Bill Bingman seconded by Sue Rudd and was approved. (Note: Dr. Travis was not yet present for this vote.)

A motion to accept both the statistical report and the financial reports of January 2024 was made by Deb Hendrickson seconded by Sue Rudd and was accepted.

## **NEW BUSINESS**

### **Receipt of the FY2023 Financial Audit**

Tim Michaels of Huber Michaels presented a draft of our FY2023 annual financial audit. He walked the Board through the important sections. He reported that the final version will be delivered by 2/26/2024. Tim stated that the audit will report no findings and is a "clean opinion."

Sue Rudd moved to accept the audit report as presented, Artie Lee Travis seconded the motion and it was approved by the Board.

### **Proposed FY2025 Operating Budget**

John presented the proposed operating budget for FY2025. We have 5 major objectives in our proposal.

- Funding for a 4% wage increase. (\$57,000 increase)
- Funding for the implementation of the Maryland Time to Care Act/Paid Family and Medical Leave Insurance Program. (\$10,000)
- Adding a 4th Program Specialist position to keep up with branch and system programs and events. (\$36,000)
- Increasing the collection budget to keep up with demand. (\$20,000)

- Increasing the program and events budget to keep up with demand (\$5000)

John stated that our request for county funding will increase by \$119,000 and our anticipated increase in state funding is \$7798. John also mentioned that we have not received dates for submitting our proposed budget or our hearing date before the commissioners.

Bill Bingman moved to approve the proposed budget for submission. The motion was seconded by Sue Rudd and approved by the Board.

### **Hosting the Chamber after Hours**

The library is hosting the February 21, 2024 Chamber After Hours Event at the LaVale Library. We wanted to use the event to show off the Library and all the great resources that we have to offer.

The host usually provides complimentary beer and wine for the attendees. Just to be fully transparent about the library purchasing alcohol with its funds, I wanted to get a Board motion to approve the purchase of beer and wine for this specific event. We anticipate the amount will be no greater than \$500.

Sue Rudd moved to approve the one-time exception to the policy. Artie Lee Travis seconded the motion and it was approved by the Board.

### **Proposed update to Code of Conduct**

John reported that the Public Services staff have been put in difficult positions when the libraries are visited by adult care facilities and their caregivers. The misunderstanding comes when the caregiver asks the public services staff not to check anything out to their clients, and later in the visit, the caregiver is elsewhere and unaware when the client comes to the desk to check out material with a valid library card.

We wish to add this statement to the code of conduct,

*“Patrons of any age with mental, physical, or emotional disabilities who are being served by an attendant or caregiver must be accompanied by that attendant or caregiver at all times.”*

John and Shea stated that they felt that adding this statement removes library staff from being caught in the middle of the caregiver and client relationship.

A motion to update the Code of Conduct as proposed was made by Bill Bingman, seconded by Deb Hendrickson and was approved.

### **Joint Board Retreat**

The regional library is considering hosting a Joint Board Retreat on May 16, 2024. The event will be held at the [Country Inn of Berkley Springs](#). The topic has not been finalized yet. Four board

member expressed interest in attending. More details will be shared as soon as they are available.

## **UNFINISHED BUSINESS**

### **2024 General Assembly Update**

The Freedom to Read bill is scheduled for a hearing in the House on 2/21 and in the Senate on 2/23.

### **Connected Devices Program - Community Chromebook Distribution**

ACLS Libraries have held 3 events in the past 2 weeks and gave over 500 chromebooks to needy households. The program continues through April with the goal of handing out 5000 chromebooks. Big thank you to Ali, Ashley, and Shea for making this project such a success. And a big thank you to branch staff for helping us make it work

### **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 January 2024 were emailed.

Updates to Resource Manager Partnership and locations.

Demonstration of how to print to library printers from your phone or tablet.

**Next Board Meeting** is tentatively scheduled for Tuesday, March 12, 2024 at 4PM at the Frostburg Library.