

John
After

Allegany County Library Board of Trustees

Regular Meeting

June 10, 2025

4:00 p.m.

LaVale Library

PRESENT:

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

Library Leadership Team: Lisa McKenney, Ashley Swinford, Shea Morse

The meeting was called to order by Renee Kniseley.

A motion to accept the minutes of the regular meeting on May 19, 2025 was made by Bill Bingman seconded by Artie Travis and was approved.

A motion to accept both the statistical report and the financial reports of May 2025 was made by Sue Rudd seconded by Artie Travis and was accepted.

Summary of Closed meeting

On 5/19/2025, Renee Kniseley, Deb Hendrickson, Bill Bingman, Juli McCoy, Sue Rudd, and Artie Travis (via telephone) entered a closed meeting. The purpose of the meeting was to discuss a personnel issue. They made no decisions and the meeting was adjourned at 7:00PM

NEW BUSINESS

Westernport Library Flood Restoration Update

John updated the board that the building is cleaned and ready for restoration. We have received donations for the collection from The Lions Center Foundation (\$7500), the Flintstone Elementary School Student Art project (\$1800), and many others using our online platforms. We have also requested donations for collections from the DelFest Foundation, the Save the Westernport Library group, and the Moran Foundation.

We have begun working on replacement costs and prioritizing the work to be done and furnishings to be replaced first. We are also asking the public to hold any books they may wish to donate until we have a better idea of what the need is.

Shea is also in the planning stages to start a “pop-up” Library presence in Westernport. She expects the first one to be in late July, 2025.

UNFINISHED BUSINESS

Approval of changes to hours of operation in FY2026

On May 23, 2025 by email, Juli McCoy made this motion "I move to approve the hours of operation for FY2026, and for GCRL and Westernport to be open on alternate days using the same staff members.

The hours accomplish these objectives:

- All Library branches stay open
- Service reductions are shared across all branches of the library system
- Each library loses one day of service"

below are the hours of operation

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Frostburg	x	12-8	10-6	10-6	10-5	10-5
GCRL	x	12-8	x	10-6	x	10-5
LaVale	x	10-8	10-8	10-8	10-5	10-5
South	x	12-8	10-6	10-6	10-5	10-5
WSL	x	12-8	10-6	10-6	x	x
West	1-8	x	10-6	x	10-5	x

The email motion was seconded by Artie Travis. Voting in favor included Renee Knisely, Sue Rudd, and Bill Bingman. Deb Hendrickson and Gary Leasure abstained.

Gary Leasure moved to confirm the vote, the motion was seconded by Bill Bingman and was approved by the board.

Approval of Health insurance estimates and contributions

The Board requested that the library system continue to offer health insurance coverage to staff as part of the County’s health insurance plan.

Artie Travis moved to remain as part of the county's health insurance and increase the contributions levels for non-exempt staff to 6% and to 8% for exempt staff. The motion was seconded by Bill Bingman and was approved by the Board

Motion to increase Gifts and Memorials income by \$73,000

Artie Travis made a motion to balance the FY2026 operating budget by increasing the expected revenue by \$73,000 in the gifts and memorials line. (to cover county health insurance increase and Westernport Flood insurance) The motion was seconded by Sue Rudd and was approved by the board.

Adopting the FY2026 Operating Budget

John reviewed the merits of the FY2026 Operating Budget.

Stakeholder Priorities Met

- Westernport, George's Creek and Washington Street Library Communities
 - Their libraries stay open
 - Library is open on Friday In Westernport
 - Library is open on Saturday at George's Creek
- Active Readers and Frequent Library Visitors
 - The busiest hours are maintained
 - Minimal collection reduction with system-wide availability of items
- Library Staff
 - Improved staff coverage
 - Least disruptive to established staffing schedules
 - Initial steps toward addressing library wages
- Library Board, administration, and operations
 - It fills the gap in our budget left by liquidating the Knipple account
 - It adjusts ongoing operations to align with the FY25 county budget cut.
 - Establishes funding for grant writing initiatives.

John went on to list the specific items in the FY2026 operating budget.

FY2026 Budget Adjustments

- Wages and benefits
 - Eliminate 3 of 7 part-time branch staff positions
 - Reduce Director of HR position to 20 hours per week
 - Reduce delivery position to 12 hours per week
 - Remain on County's health insurance plan
 - Employee contribution to health insurance increases to 8% for exempt positions
 - Employee contribution to health insurance increases to 6% for non-exempt positions

- Renegotiated employment contract with the Executive Director to contribute to health insurance premiums.
 - Eliminate annual bonus allocation
 - Eliminate individual membership
 - Eliminate staff service awards
 - Eliminate 3 of 4 funded cell phone accounts
 - 5% Wage increase for the staff earning less than the livable wage figure
- Staffing
 - Full time public Services staff will work Monday for 4 hours; Tuesday, Wednesday and Thursday for 8 hours; and 7 hours on either Friday or Saturday.
 - George's Creek and Westernport libraries will share the same staff and work at both locations on alternate days.
 - Staff from other branches will rotate to fill 1 of 2 staffing shifts on Fridays and Saturdays at GCRL and West so that their GCRL/West assigned staff retain a typical 5 day work week schedule.
 - Those full time staff disassociated from their current branch will be reassigned to a new work location at their current pay rate.
 - Leadership Team, Materials Team, and Story Corp staff have been assigned ["on call" Saturdays](#) throughout FY2026. If a Saturday staffing shortage cannot be filled from within the public services staff, the scheduled "on call" Leadership Team, Materials Team, or Story Corp staff member will fill the gap.
- Collections
 - Use Joan Ralston gift to substitute for a portion of LaVale's annual collection budget
 - Use \$31,000 of Logsdon Gift Account for Frostburg Materials
- Other
 - Eliminate South Cumberland Security Guard
 - Terminate supplemental water service for Westernport and George's Creek
 - Reduce Delivery to 3 days per week
 - Funding to contract for a grant writer
 - Increase expected revenue from Schafer Estate dividends by \$4000

Artie Travis moved to eliminate \$20,000 in funding to hire a fundraising and grant writing consultant and reduce the amount of the increase to Gifts and Memorials by an equal amount. Gary Leasure seconded the motion. The increase to Gifts and Memorial Line will be adjusted to \$53,000. The motion was approved by the Board

Gary Leasure moved to approve the FY2026 Operating Budget as amended above. The motion was seconded by Bill Bingman and was approved by the Board.

Leadership Team Updates

- Director of Administrative Services
- Director of Human Resources
- Director of Outreach and Marketing
- Coordinator of Public Services

PUBLIC COMMENT

ANNOUNCEMENTS and UPDATES

Sue Rudd moved to adjourn the meeting at 5:28PM. The motion was seconded by Artie Travis and was approved.

Next Board Meeting is scheduled for Tuesday, August 12, 2025 at 4PM

