



Allegany County Library System  
31 Washington Street, Cumberland, MD 21502  
(P) 301-777-1200 (F) 301-777-7299

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## Allegany County Library System Board of Trustees: Board Meeting Minutes

Tuesday – October 14, 2025 – Frostburg Library

### I. Welcome

1. Call to Order was at 4:00pm
2. Roll Call: Dr. Bingman absent
3. Adoption of Agenda - **Motion made by Jack Coburn, second Deb Hendrickson. Passed.**

II. Approval of the Regular Meeting Minutes of September 9, 2025 – **Motion made by Katie Weir, second by Jack Coburn. Passed.**

### IV. Board President Report - Renee Kniseley

1. Update of Job Advertisement for Permanent Executive Director

The search for the next Executive Director is actively progressing. Applications were accepted through October 10, 2025, and a total of twelve applications were received. After an initial review, four candidates have been selected to move forward to the interview stage. The remaining applicants have been thanked for their interest in the position. Interviews are being scheduled for October 23 and 24 and will be conducted virtually, with the exception of Lisa, whose interview will be held in person due to her local availability. The County Administrator and County Commissioners have been invited to serve on the interview committee. Following the interviews, the committee will recommend a final candidate to the full Board of Trustees for discussion and approval. The announcement of the permanent Executive Director is scheduled for November 14, 2025. This timeline allows for second interviews, if necessary.

2. Board representation clarifications

There have been some questions raised regarding representation on the Board of Library Trustees. First and foremost, the process must comply with the Annotated Code of Maryland for County Public Libraries.

According to the Code (Education; Division IV. Other Education Provisions; Title 23. Libraries; Subtitle 4. County Public Libraries), the requirements for board composition are as follows:

Section (a)(1): Each Board of Library Trustees consists of seven members, appointed by the county governing body from nominees submitted by the Board of Library Trustees.





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Section (b): Members of the board shall be:

Representative of the area the library serves; and Residents of the county that the library serves.

While this language is somewhat vague and open to interpretation, conversations with the State Librarian confirmed that representation by specific library location is not explicitly required. However, the County Commissioners have expressed a preference for geographic diversity across library locations. In response to this preference, the Board used a scoring rubric for all 58 applicants, which included location as one of several evaluation criteria. This process led to the top 18 candidates being selected for interviews. Ultimately, the goal was to identify and recommend the most qualified candidates who can represent the best interests of all libraries across Allegany County. These recommendations were then forwarded to the County Commissioners for their final approval.

#### V. Interim Executive Director Report - Lisa McKenney

- Activities and updates
  - Communication and Needs Assessment
    - Branch and department visits have continued, with visits to South Cumberland, Georges Creek, Washington Street, the Programming Department and LaVale Library staff.
    - Meeting with State Librarian Morgan Miller
    - Attended Friends of Westernport Library meeting
  - Westernport Library
    - The Library signed a lease to rent 121 Main Street in Westernport, the old Reeves Clinic, to use as a temporary space to provide service to the public while things are being worked through related to 66 Main Street. **Motion to accept the leasing of 121 Main was made by Jack Coburn, seconded by Molly McCord. Passed.**
    - Library administration has organized several feedback opportunities for the Westernport community—in person and through surveys conducted online, in print, and by telephone. A mailer was sent to over 2500 residences in the Westernport Library service area encouraging participation in the Town Hall as well as advertising the 121 Main Street temporary location. Copies of the mailer were distributed to the Board.
    - The Library received an invoice in the amount of \$131,598.29 for the cleanup of the library for work completed in June but the invoice was received in early September. The Library is working to appeal with the insurance to see if additional funds can be given to cover the costs. If the invoice stands, this will use a substantial portion of the insurance claim check received previously, leaving little behind to get the library back on its feet.





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- Baker & Taylor – ACLS has used Baker & Taylor as our book vendor since 2007. The Board was notified that it was announced that the 200 year old company was going to close and that this is expected to cause disruptions to libraries across the nation and that delays to fulfillment and availability of library collections is expected.
- Budget and financial report: September —**Motion made by Katie Weir, second Molly McCord. Passed.**
- Approval of Policy Updates
  - Privacy Policy – **Motion made by Molly McCord, second by Jack Coburn. Passed**
  - Personal Time Leave – **Motion made by Katie Weir, second by Deb Hendrickson. Passed.**
  - Contaminated Materials and Library Account Suspension – **Motion made by Deb Hendrickson, second by Juli McCoy. Passed.**
  - Community Room Use Policy – **Motion made by Jack Coburn, second by Katie Weir. Passed.**

#### VI. Library Administrators Updates

- Marketing and Outreach, including Statistics — Ashley Swinford—discussion regarding what kinds of statistics the Board would like to see presented. Idea to present 20 years of Public Library Survey Statistics is planned for the January 2026 Board meeting. More statistical breakdown for digital collections was requested. – **Motion made by Molly McCord, second by Juli McCoy. Passed.**
- Branch Services— Shea Morse – updates on Battle of the Books, volunteers bylaws, sustainability initiative resources for staff and quarterly check-ins with staff.
- Human Resources— Alexis Halterman – updates the establishment of a Fun Committee for staff, who are planning our Holiday party, Kudos were revamped, working on reviewing and improving the employee handbook, will be conducting trainings for staff on professionalism and policy.
- IT, including Facilities Updates — Jason Armstrong (absent)

#### VII. Public Comment - Requests to Address the Board

Regina Hamm – remarked that the Board was impressive and liked the female representation.

#### VIII. Closing Remarks & Motion to Adjourn **Motion made by Jack Coburn. Adjourned.**

Upcoming Meetings: November 18, 2025 LaVale Library

