

MINUTES OF THE MEETING OF THE  
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES  
HELD IN ROOM 334 AT THE FLETCHER BRANCH  
November 8, 2023

Present:	Stephen Schutte, President Laurie Bender Kimberly Halsey Al Martin Kristine McGee Aaron Peterancez	Absent:	Katherine Oliver Kathy Poole
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Staff Present: Jenny Bakos  
Jennifer Keysor  
Kathleen O'Connell  
Sara McCall

Guests:	William Souders	Smith, Elliot, Kearns & Co.
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Public Attendees: Arthur LaRue

The meeting was called to order by the President at 12:05.

Ms. McCall introduced Ms. Forrest from BTM CPA's and Mr. Souders from Smith, Elliot, Kearns & Co.

**Fiscal Year 2023 Audit Presentation**

Mr. William Souders from the firm of Smith, Elliot, Kearns & Co. (SEK) presented the fiscal year 2023 audit report to the board. Mr. Souders provided an overview of the reports including the four accounting types used within the report.

SEK issued an unmodified opinion for the fiscal year 2023 financial audit. An unmodified opinion is the best opinion an audit can receive.

The following pages were reviewed with the board during the presentation:

Page # 1 – 3	Independent Audit Report, Unmodified Opinion
Page # 4 – 12	Management Decision Analysis– what the future goals of the library are in upcoming years.
Page # 13	Statement of Net Position
Page # 14	Statement of Activities
Page # 15	Balance Sheet
Page # 21	SBITA Policy
Page # 26 – 29	Cash and Investments
Page # 30	Interfund Receivables and Payables Capital Asset and Depreciation
Page # 31 – 34	Right-of-Use Assets Right-of-Use Subscription Assets and Restatement
Page # 34	Long Term Liabilities
Page # 35 – 38	Fund Balance Classifications and Details
Page # 39 – 44	Retirement and Pension Plans
Page # 45	Commitments and Contingencies
Page # 45 – 46	Fair Value Measurements
Page # 47 – 48	Budgetary Comparison Schedule for WCFL
Page # 49	Budgetary Comparison Schedule for WMRL
Page # 50 – 53	Additional Retirement System Requirements
Page # 54 – 55	Auditors Report on Internal Controls

On a budgetary basis, WCFL had a surplus of \$589,640 and WMRL had a surplus of \$350,208.

For the second consecutive year, the auditors recommended establishing bank reconciliation timelines for the outside accounting firm and management review. Management and the Board Treasurer agreed to meet with the outside accounting firm to reiterating the importance of receiving documentation in a timely manner in order to review transactions prior to the accounting period closing. The library and the accounting firm agreed to adjust the frequency of information transmission to ensure activity is recorded in the proper accounting period.

The proposed journal entries were reviewed, and consistent with prior years there were a higher number of entries than anticipated. Contingent upon the Finance Committee’s recommendations to the Board, staff will update financial policies and procedures accordingly.

Mr. Martin moved to approve the audit report, which included WMRL. Mr. Peterancez seconded the motion with unanimous approval.

### **Minutes**

The minutes of September 13, 2023 meeting of the Board were reviewed. Ms. Bender called for a motion to approve; Ms. Halsey seconded the motion with unanimous approval.

### **Executive Director’s Report**

Ms. Bakos's written report was inclusive of activities.

#### **Director of Public Services**

Ms. O'Connell's written report was inclusive of activities.

#### **Director of Operations**

Ms. Keysor's report was inclusive of written activities. She noted the new hours are going well and more traffic in the 9:00 – 10:00 am period than the 8:00 – 9:00 pm timeframes.

#### **Director of WMRL**

Ms. Hulett's report is as stated.

#### **Financial Statements and Finance Committee**

Mr. Martin presented the draft financial statements as of September 20, 2023 for WCFL and WMRL. Ms. Bender moved to approve and Mr. Peterancez seconded with unanimous approval.

The finance committee updated the Trustees that the external accountant challenges continue. Management and the Finance Committee are monitoring the situation. Staff continue researching other Maryland county models and options for FY 25. The committee will meet in the near future and send out an electronic vote with their recommendation.

#### **Personnel and Policy:**

Performance Evaluation documents for the Executive Director are in the SharePoint documents. Please complete by January 10, 2024.

#### **Old Business:**

The Strategic Planning Committee needs volunteers and will reconvene in 2024. Ms. Oliver volunteered to serve on the committee with Ms. Poole.

The Town of Williamsport met with the County Commissioners asking for funding needed to care for the building and allow it to re-open following moisture issues. Ms. Keysor has been working with the town and potential vendors to complete the work.

There are concerns about the donated land (Hetzer) not being in town limits. The Trustees support the citizens and the town with the approach they would like to take. Trustees are amenable to not having the land as part of the town boundaries if the donation is completed.

#### **New Business:**

No new business for this meeting.

#### **Board Member Comments:**

Members of the board expressed their excitement for the upcoming fundraising event and challenged each other to attend or provide sponsorship.

Mr. Peterancez moved to adjourn the meeting, Mr. Martin seconded with unanimous approval.

**The next regular meeting is scheduled for Wednesday, January 10, 2024 at 12:00 noon, room 334 at the Fletcher branch.**