

MINUTES OF THE MEETING OF THE
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES
HELD IN THE BOARD ROOM,
ALICE VIRGINIA & DAVID W. FLETCHER BRANCH
November 14, 2018

Present: John Schnebly, President
Al Martin
Katherine Oliver
Kathleen Poole
Stephen Schutte
Greg Snook
George Stone
Margaret Trader

Board Absent: Ellie Doub

Staff Present: Mary Baykan
Kathleen O'Connell
Elizabeth Hulett
Sara McCall

The meeting was called to order at 12:01 PM by Mr. Schnebly.

Mr. Stephen Schutte was welcomed as the newest Board member, filling the remaining term of Mr. Brendan Fitzsimmons. The board members introduced themselves to Mr. Schutte.

Minutes

The minutes of September 12, 2018 meeting of the Board were reviewed. Mr. Martin's motion to accept was seconded by Ms. Poole.

Director's Report

Ms. Baykan thanked Mr. Al Martin, Mr. John Schnebly and Mr. George Stone for attending the Hancock Ribbon Cutting. The project began with correspondence from Ms. Penny Pitman from the Hancock community beginning asking for a new Library building May 5, 2011 to the Ribbon Cutting on October 30, 2018.

Ms. Baykan thanked Ms. Kathy Oliver and Mr. John Schnebly for attending the 50th Anniversary Celebration of the Western Maryland Room. The celebration was also an honor to Mr. John Frye, the founder of the Western Maryland Room.

The Fletcher continues to be challenged with security issues. These issues will be discussed later on.

Assistant Director's Report

We received another grant to facilitate The Longest Table events throughout the county. The United Way is taking the lead on this and is working with the branch staff to conduct the Longest Table at the various branch locations. This is part of the United Way strategic plan.

Ms. O'Connell attended training in Little Rock, Arkansas to help bring nationwide "Work Keys" accreditation to Washington County. The program is used throughout the nation as an identification of an individual's proficiency in math, reading and communication skills. The training provided a template for our county to be certified as a work ready county. Washington County would be the first for the state of Maryland.

Ms. Kate Dunn, the Library Social Worker Intern, is setting up training for staff on Crisis Management and Mental Health in Washington County. She is building relationships with patrons in the community and referring people to resources.

Associate Director, WMRL

WMRL hosted the Tri-County Summit on Monday, November 12, 2018. The new Staff Development coordinator stepped up with only a couple of weeks planning the event making sure everything went smoothly. Leftover food was donated to the Salvation Army.

Financial Statement

Mr. Martin reviewed both the WCFL and WMRL Financial Statements of October 2018.

Mr. Snook moved that the financial statements be accepted, seconded by Ms. Oliver and unanimously carried.

Old Business

Hancock is open and operational.

We will price out reupholstering the chairs and furniture at the Fletcher to vinyl for durability and sanitary purposes.

Mr. Snook recommended staff submit Williamsport Engineering and Planning in the county CIP.

New Business

Staff Awards Luncheon is December 12, 2018. Board member attendance is appreciated.

Security issues continue to be challenging here at the Fletcher. The City of Hagerstown Police Officers have been contracted to work on a volunteer basis. The Library is not getting volunteers consistently as other institutions are also in need of security. The Hagerstown City Police force struggles to keep adequate staffing levels as candidates leave for other agencies once they complete their required employment terms.

Some areas of concern requiring the Library to become proactive regarding security are mental health issues in the community, alcohol or addiction problems, aggressive/inappropriate behaviors with children and tweens (13, 14 and 15 year olds). Senior Management have discussed and recommend hiring a Head of Security with previous experience and training in police/military police work. This individual would be here during the prime hours on a daily basis in charge of all security. The Library would keep our part-time security staff.

The Board discussion concurred, based on previous descriptions and description of ongoing activities, we are at the time to hire someone working centrally from the Fletcher. It was noted the County

Commissioner's office has an armed Deputy at the doors. The recommendation was made that the candidates for this position have an appropriate mindset for work in the library.

Mr. Schnebly advised the board Ms. Margret Trader resigned from the Board of Directors. WCFL appreciates Ms. Trader for her dedication to the Board.

Board Comments

Mr. Martin is very pleased with the state funding.

Mr. Stone commends the staff for their perseverance at Hancock.

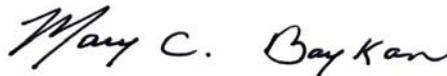
Mr. Schutte is excited to see the inner workings of the Library.

Ms. Trader expressed her appreciation of the Annual Report, believing the format and content would resonate with our patrons.

The meeting adjourned at 1:24 PM.

The next regular meeting is scheduled for Wednesday, January 16, 2018 at 12:00 noon, Board Room, Administration Office, Alice Virginia & David W. Fletcher Branch.

Respectfully submitted,



MARY C. BAYKAN
Secretary