

MINUTES OF THE MEETING OF THE  
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES  
HELD IN THE BOARD ROOM,  
ALICE VIRGINIA & DAVID W. FLETCHER BRANCH  
January 15, 2020

Present: John Schnebly, President  
Ellie Doub  
Kimberly Halsey  
Al Martin  
Katherine Oliver  
Aaron Peterancez  
Stephen Schutte  
Greg Snook  
George Stone

Board Absent: George Stone  
Kathy Poole

Staff Present: Jenny Bakos  
Kathleen O'Connell  
Elizabeth Hulett  
Sara McCall

The meeting was called to order at 12:00 PM by the President.

The board welcomed Ms. Bakos as Executive Director for Washington County Free Library.

New board member Aaron Peterancez was welcomed. Mr. Peterancez is an architect by trade, serves on several boards and is a champion for the Downtown Revitalization project. His projects include Mulberry Lofts, the Old Postoffice and the old Moller Organ factory.

Mr. Schnebly presented Ms. Ellie Doub with a gift of appreciation for her many years of service to the library. Ms. Doub stated that as a board member, she has met so many people and been able to do so many wonderful things. In her time on the board, she has learned a lot and always been thankful for the other board members who sat with her and tried to do the best for this community. Ms. Doub is appreciative and thankful for the gift.

#### **Minutes**

The minutes of November 13, 2019 meeting of the Board were reviewed. Mr. Snook's motion to accept was seconded by Mr. Martin.

#### **Executive Director's Report**

Senior staff have been spending time compiling the draft of the budget. The requested increase is for anticipated health insurance expenditures and personnel wage increases to gradually adjust to the \$15.00 per hour minimum wage and 2% cost of living increases. The budget will be discussed later in the meeting.

Ms. Bakos met with Ms. Baykan to learn more about Maryland politics and for Ms. Baykan to mentor Ms. Bakos through the transition process.

The Maryland Legislature has a bill proposing the elimination of all fines collected by public libraries in the state of Maryland. The bill proposes the state pay the lost revenues. MAPLA anticipates assisting or writing a bill allowing the counties control in steering the bill. On individual levels, we are waiting to learn more about the proposed bill.

Congress passed the fiscal year 20 appropriations bill where libraries did well. This funding is administered through the Institute for Museums and Library Services (IMLS). IMLS sends funding to the state library where an allotment is used for staff development and another for competitive grants. In the past, we received these funds for items such as the facility or salary studies.

The final Hancock payment releasing retainage was disbursed. Handicap doors were installed using library capital grant funding.

Ms. Bakos is excited to have met with many new people since starting here. Additionally, she presented at the Chamber of Commerce Eggs & Issues on January 8, 2020.

Internally, upon staff suggestion, we made a change to the Café. We covered the electrical outlet, removed the chairs and borrowed tall tables from other library areas. The result of this change has been appropriate café usage, reduced noise level and fewer behavioral issues.

The head of security position is currently advertised and are looking forward to filling this position.

Washington County Recovers is here today, offering an opportunity for those in need to begin addiction recovery. We were approached by Councilwoman Shelly McIntire to use our facilities for this event. Observing people seeking and obtaining help is a moving experience.

#### **Director of Public Service Report**

Ms. O'Connell is looking for notable speaker for our author event this fall. This is a component of the \$100,000 grant we received.

The Lourie family donated their map collection to the Western Maryland Room.

Ms. O'Connell and Ms. Hulett attended a Work Keys meeting the previous day. The community is working to spread the word about Work Keys. WCFL has funds for Grow with Google to pay for certification.

#### **Associate Director, WMRL Report**

WMRL got a new copier January 14, 2020. Staff were trained on the new machine.

The Polaris migration is on schedule for the first week of March for Alleghany County to join the consortium.

WMRL was able to allocate each of the counties \$4,000 for PLA conference attendance.

### **Financial Report**

Mr. Martin reviewed both the WCFL Financial Statements as of October 31, 2019. Mr. Oliver moved to approve the financials, Ms. Doub seconded and the motion was unanimously carried to accept the financial statements.

### **Budget**

Ms. Bakos presented the budget to the board. Budget increases are about 3% for staff wages and employer health insurance premiums. The staff wage increases are to support the salary survey recommendations, cost of living increase for staff and allocations for the new minimum wage requirements.

Mr. Martin moved to approve the budget and Mr. Schutte seconded the motion. The budget was unanimously carried as proposed by the board.

### **Staff Training Day Change**

Ms. Bakos proposed moving Staff Training Day from the Veterans Day Holiday to Columbus Day and then turning Columbus Day into an administrative closing. Our facilities will close to public with staff attending our training day program.

Ms. Oliver moved to approve the motion and Mr. Schutte seconded the motion. The motion was unanimously carried by the board.

### **Accounting Services**

Ms. Bakos requested permission from the board to advertise Request for Proposals for accounting services. We recently had a situation with the current firm and she advised this was not the first occurrence of that situation which affected all WCFL staff. Ms. Bakos, Ms. O'Connell and Ms. Hulett did go to the office and attempted to meet with the firm owner on the Monday following the occurrence. The owner was not in the office and did not follow up with Ms. Bakos about the visit or situation.

Mr. Schnebly asked we speak with our existing firm, stating the board is concerned. He also recommended that all parties sign a letter acknowledging the situation and that the library will put its accounting services out for bid. The current accounting firm will be invited to apply when the bid is advertised.

Mr. Schutte moved to approve the motion and Ms. Halsey seconded the motion. The motion was unanimously carried by the board.

## **CIP Committee**

A discussion ensued regarding the library's Capital Improvement Projects (CIP) requests to the County. Ms. McCall purchased a tracking software for equipment and building systems. The committee will assess the facilities and provide Ms. McCall with the results. The committee is as follows, Mr. Martin as Chairperson, Mr. Peterancez, Mr. Schutte and Mr. Snook.

## **Officer Elections**

The following board members were presented to the board for officer positions:

President – John Schnebly

Vice President – Stephen Schutte

Treasurer – Al Martin

Secretary – Jenny Bakos

Mr. Schnebly moved to approve the slated officers and Ms. Oliver seconded the motion. The officer nominations were unanimously supported by the board.

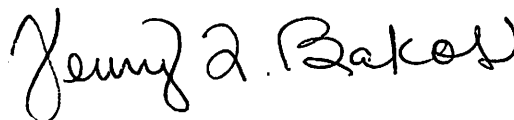
## **Board Comments**

New and sustaining board members thanked those terming off for their service to WCFL. Board members thanked the staff for the good work done at the library.

January 29, 2020	-- Washington County Day in Annapolis
February 5, 2020	– Library Day in Annapolis
March 11, 2020	– Board Meeting
March 24, 2020	– Commissioners Luncheon
April 18, 2020	-- A Taste of Knowledge

**The next regular meeting is scheduled for Wednesday, March 11, 2020 at 12:00 noon, Board Room, Administration Office, Alice Virginia & David W. Fletcher Branch.**

Respectfully submitted,



JENNY L. BAKOS  
Secretary