

MINUTES OF THE MEETING OF THE
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES
HELD VIA ZOOM
November 10, 2021

Present:	Stephen Schutte, President Laurie Bender Judith Chambers Kimberly Halsey Al Martin Kathy Oliver Aaron Peterancez	Board Absent:	Zachery Kieffer Kristine McGee
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Staff Present: Jenny Bakos
Kathleen O'Connell
Elizabeth Hulett
Sara McCall

Minutes

The minutes of September 22, 2021 meeting of the Board were reviewed. Ms. Bender motioned to approve as stated and Mr. Martin seconded the motion with unanimous approval.

Executive Director's Report

Ms. Bakos reported the budget is maintaining at this time. Fine income is aligned with budget projections. We are in review of utilizing FY 21 surplus funding for special requests and long-term projects.

Ms. Bakos, Ms. O'Connell and Mr. Schutte met with county administration to discuss the Williamsport project. The meeting provided the representatives reassurance the Williamsport project will be in the next 10 year CIP. Staff are working with an architect to make a mockup of a potential site for the CIP application due to the county by December 31, 2021.

Director of Public Services

Ms. O'Connell reported the Fletcher will resume Sunday hours on January 9, 2022. The Circulation staff are preparing to start processing passports in late January – February, contingent on approval from the State Department.

Lockers have been installed in the branches with positive feedback from patrons. The (smart) lockers at North Point continue to experience technical issues that the manufacturer is working on.

The consultant for the new Bookmobile helped with to develop and distribute the RFP and review the submitted bids.

Head of Security, Jay Kelsh, began issuing all staff new photo ID's.

Clear Spring celebrated the 20th anniversary with over 20 people in attendance.

Associate Director, WMRL

Ms. Hulett reported WRML completed the updated strategic plan.

An update on the Regional Reorganization Update will ensue under old business.

Financials

Mr. Martin presented the financials through September 30, 2021 noting staff are doing a great job controlling costs.

Ms. Bender moved to accept the financials and Ms. Chambers seconded with unanimous approval.

Old Business

Regional Reorganization Update:

The State Library scheduled a meeting in Annapolis on December 1, 2021 for this project. In discussions, the concern about the proposed changes were the additional expenses for WMRL. These additional expenses would result in a significant reduction in services.

Ms. Chambers made the motion authorizing the committee members to represent our position and interests at the December 1, 2021 meeting discussion the Regional Library restructure meeting. Ms. Bender seconded the motion with unanimous approval.

Committee Appointments:

President Schutte advised of committee appointments. Ms. Chambers moved to approve the appointments, Ms. Oliver seconded the motion with unanimous approval.

Williamsport:

In the Executive Director's report, Ms. Bakos advised there is reassurance from the county to put the project in the 10 year CIP.

BOT Confidentiality/Conflict of Interest:

Board members completed and signed the annual Confidentiality and Conflict of Interests statements.

January 2022 Board Vacancies:

President Schutte and Ms. Oliver are ending their first term on the board. Both are eligible for and accepted maintaining a second term.

New Business

Annual Reports:

Ms. Bakos presented WCFL's FY 21 annual report and Ms. Hulett presented WMRL's FY 21 annual report. Ms. Bender moved to approve both WCFL and WMRL's FY 21 annual reports. Mr. Martin seconded the motion with unanimous approval.

Vaccine Mandate:

Discussion ensued about proposed vaccine mandates and subsequent legal proceedings. Ms. Chambers motioned to follow guidance and stipulations from Washington County government for vaccine policy and procedures. Ms. Oliver seconded the motion with unanimous approval.

Officer Elections for January 2022:

Ms. Oliver made the motion to have a slate of officers will be presented for voting at the January 19, 2022 board meeting. Ms. Chambers seconded the motion with unanimous approval.

The next meeting of the board of trustees is scheduled for Wednesday, January 19, 2022 at 12:00 noon.

The meeting adjourned by consensus at 2:01 PM.

Respectfully Submitted,

Jenny L. Bakos

Jenny L. Bakos
Executive Director