

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

Present: Stephen Schutte, President
Laurie Bender
Judith Chambers
Kimberly Halsey
Al Martin
Kathy Oliver
Aaron Peterancez

Board Absent: Kristine McGee

Staff Present: Jenny Bakos
Kathleen O'Connell
Jennifer Keysor
Sara McCall

The meeting was called to order at 12:00 PM in Executive Session by Mr. Schutte, the Board President. Executive session concluded at 12:27 PM.

Minutes

Ms. Oliver moved to approve the minutes of the January 18, 2023, meeting and Ms. Halsey seconding seconded the motion with unanimous approval.

Executive Director's Report

Ms. Bakos advised the draft budget of the County Commissioners was released. The budget is approximately 50% of what was asked. She has asked Ms. McCall to do salary calculations for different COLA increases.

Ms. Bakos is presenting at the MLA Pre-Conference.

Director of Public Services Report

Ms. O'Connell stated her report was inclusive of activities.

Director of Western Maryland Regional Library

Ms. Bakos stated the report was inclusive of activities.

Director of Operations

Ms. Keysor advised a few numbers came in after compiling her report.

There was a discussion about locker usage, pick up information, etc. Data reflects people signed up for library cards after installing the lockers.

Financial Statement

Mr. Martin presented the financial statements for WCFL and WMRL dated January 31, 2023. Ms. Oliver moved to approve the financials and Mr. Peterancez seconded with unanimous approval.

Personnel and Policy Report

The committee reviewed the following policies at the February 2023 meeting:

- Collection Development Policy
- Equal Opportunity Employment Policy
- Material Reconsideration Policy
- Public Comment Policy
- Whistleblower Policy

The committee requested legal review. As of this meeting, Ms. Bakos has not heard back from the attorney on these policies. The Committee Chair, Ms. Oliver, requested the policies be tabled until legal review is completed.

Old Business

Ms. Bakos provided an update on the Williamsport project. At this time, the county has requested legal documents regarding the land donation. Upon receipt, further review will ensue.

New Business

Board Members' Comments

Members of the board expressed their congratulations for staff winning the "At Your Service" award from the Chamber of Commerce. Appreciation was given to staff for the support at the committee and board meetings.

The next meeting is a Board Retreat scheduled for May 3 – 4, 2023. Activities will include members of Allegany and Garrett Counties.

Ms. Oliver moved to adjourn the meeting at 1:25 PM, Ms. Bender seconded with unanimous approval.