

MINUTES OF THE MEETING OF THE  
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES  
HELD IN PERSON AT THE ALICE VIRGINIA AND DAVID W. FLETCHER LIBRARY  
January 8, 2025

|                |   |           |                  |
|----------------|---|-----------|------------------|
| Present:       | Stephen Schutte,<br>President (Via Zoom)<br>Laurie Bender<br>Kendra Stauch<br>Kathy Oliver<br>Kathy Kerns<br>Kathy Poole<br>Kristine McGee    | Emeritus: | Al Martin        |
|                |   | Absent:   | Aaron Peteranecz |
| Staff Present: | Jenny Bakos<br>Kathleen O'Connell<br>Elizabeth Hulett<br>Jennifer Keysor<br>Sara McCall<br>Laura Zeigler<br>Lauren Buechmann<br>Madison Smith |           |                  |

The meeting was called to order at 12:04 PM by Mr. Schutte, the Board President.

**Public Comment**

No public comment

Ms. Baker introduced Mr. William Souders from Smith, Elliot, Kearns & Co.

**Fiscal Year 2024 Audit Presentation**

Mr. William Souders from the firm of Smith, Elliot, Kearns & Co. (SEK) presented the fiscal year 2024 audit report to the board. Mr. Souders provided an overview of the reports including no material issues and no compliance issues noted.

SEK issued an unmodified opinion for the fiscal year 2024 financial audit. An unmodified opinion is the best opinion an audit can receive.

Ms. Bender requested, per procedure, that the Board enter an Executive Session. Ms. Bender moved to order the Executive Session with the auditor, and the board, with a second from Mr. Schutte. Library staff were excused. Executive Session ended at 12:45, and staff were asked back to the meeting.

An order to approve the Audit was proposed by Mr. Schutte, with a second by Ms. McGee, and with a unanimous vote.

### **Minutes**

The minutes of the November 13<sup>th</sup> Board meeting were reviewed. Ms. Oliver moved to approve the minutes with a second by Ms. Bender, with a unanimous vote.

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

Ms. Bakos noted her report was inclusive of all activities.

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

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

### **Director of Operations**

Ms. Keysor stated her report was inclusive of all activities.

### **Director of Western Maryland Regional Library**

Ms. Hulett stated her report was inclusive of all activities.

### **Financial Statement**

Ms. Baker presented the November 2024 financial statements for WCFL and WMRL.

Ms. Poole moved to approve financial statements for WCFL and WMRL for audit, and Ms. Oliver seconded the motion with unanimous approval.

### **Policy and Personnel Committee**

No updates currently.

### **Old Business**

The 2025 Night of Enchantment Gala produced a slight profit, and Library Staff will be meeting in January to discuss future gala events.

Ms. Bakos is to meet with County Commissioners on January 14, 2025 to discuss the potential land donation for the new Williamsport Library. This land would be donated by

the Washington County Board of Education (BOE) to the County for the purpose of a library being built. The town of Williamsport is supportive of this location.

### **New Business**

Ms. Bakos presented the 2026 Budget to the Board of Trustees.

Ms. Bender moved to approve the 2026 Washington County Free Library budget, with a second from Ms. Oliver, with a unanimous vote.

### **Board Members' Comments**

Schutte – Thank you for everything. Great work on the audit and enjoy the snow!

Stauch – So excited to see surplus with Gala.

Oliver – Thank you for all the hard work at the Gala. I am so pleased with the Audit review. It shows the hard work of the team.

Bender – I share the sentiment. I am very proud of our staff.

Kerns – Audit and Gala went very well. Kudos to the staff.

McGee – Great lunch, and fine free is great!

Martin – Gala was incredibly done and thank you to the maintenance staff for keeping the grounds safe and snow free.

The group also stated their thoughts on the recent “Hagerstown Homesteaders” graduation. Al watched it on YouTube and asked that we ensure the program keeps building. He stated it was “heartwarming” to see people “getting back to the basics of life”.

The meeting adjourned at 1:20pm. Mr. Schutte moved to approve, and Ms. Oliver seconded with unanimous approval.

Respectfully submitted,  
Jenny L. Bakos  
Secretary