

MINUTES OF THE MEETING OF THE
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES
HELD VIA ZOOM
January 19, 2022

Present: Stephen Schutte, President
Laurie Bender
Judith Chambers
Kimberly Halsey
Zachery Kieffer
Al Martin
Kristine McGee
Kathy Oliver

Board Absent: Aaron Peterancez

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

The meeting began in Executive Session at 12:00 PM.

Regular meeting resumed at 12:17 PM.

Minutes

The minutes of November 10, 2021 meeting of the Board were reviewed. Ms. Oliver motioned to approve as stated and Mr. Martin seconded the motion with unanimous approval.

Executive Director's Report

Ms. Bakos advised the 2022 Maryland Legislative session includes the following:

- Five-year extension (FY 23 – 26) of per capita funding increase for Regional Resource Centers.
- Five-year extension (FY 23 – 26) of per capita funding increase for Public Libraries.
- Bill for State Capital Grants for Libraries that would change state-local funding match in some areas.

The new security office is underway on the second floor; we hope to be able to move Security into this new space in February 2022.

Ms. Bakos provided an updated on the search for a Director of Operations. First interviews were conducted and second interviews are scheduled for later in the month. Depending on who is chosen, the candidate may be able to start as early as mid-February.

The CIP request was submitted to Washington County government in December 2021.

Director of Public Services

Ms. O'Connell reported the Fletcher was not able resume Sunday hours as of yet.

The (smart) lockers at North Pointe continue to experience technical issues that the vendor has been working on. The vendor discovered components of the installed system were defective. Once the defective parts are replaced, we hope to offer this service to the public in February.

Ms. O'Connell provided an update that staff are working on passport certification and re-certifications. We are also waiting on notification from the State Department regarding stating the facility re-certification has been approved.

Ms. O'Connell advised staff have worked diligently to keep up with public demand to distribute COVID test kits. Distribution of the test kits is in partnership with the Washington County Health Department. Administration and staff have worked together packing kits with instructions to meet high public demand with limited product.

WCFL joined the Washington County Healthy Initiative sponsored by Meritus health and the Health Department.

Ms. O'Connell reported the Board of Education is revising the class partnership with WCFL.

Associate Director, WMRL

Ms. Hulett advised her report is conclusive of activities.

Legislative day is scheduled for the Western Maryland Region via Zoom with the delegates. This is the regions opportunity to provide requests and needs for the area.

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

Financials

Mr. Martin presented the WCFL financials for November 30, 2021 and WMRL financials for October 31, 2021.

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

Old Business

Regional Reorganization Update:

Mr. Martin reported the December meeting went well with a positive outcome, noting WMRL operates in a cost effective manner.

Williamsport:

As Ms. Bakos stated, the request to have the Williamsport project in the county CIP was submitted in December 2021. State funding is a competitive grant process as a 70/30 split. Engineering and property valuation counts towards the 30% contribution. Project plans were reviewed during the meeting as well as shared via email previously.

New Business

Fiscal Year 2023 Budget:

Ms. Bakos presented the Draft FY 2023 budget. Mr. Martin motioned to approve the budget as presented, Ms. Oliver seconded the motion with unanimous approval.

The WMRL budget will be presented at the May 2022 meeting.

Collection Management Policies:

Ms. Bakos advised as part of the updated CLASS partnership, teachers would have fine-free library cards. Ms. McGee made the motion for Washington County Maryland educators to have fine-free library cards. Ms. Bender seconded the motion with unanimous approval.

Ms. Bakos advised the board we will align fine charges, material limits and checkout times with the other regional counties.

Officer Elections:

Mr. Martin made the motion to maintain officer positions as is. Ms. Bender seconded the motion with unanimous approval.

The next meeting of the board of trustees is scheduled for Wednesday, March 9, 2022 at 12:00 noon.

The meeting adjourned by consensus at 1:22 PM.

Respectfully Submitted,

Jenny L. Bakos

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Executive Director