

MINUTES OF THE MEETING OF THE  
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES  
HELD IN PERSON AT THE BOONSBORO BRANCH OF WCFL  
January 18, 2023

Present:	Stephen Schutte, President Laurie Bender Judith Chambers Kimberly Halsey Al Martin Kristine McGee Kathy Oliver	Board Absent:	Aaron Peterancez Zachery Kieffer
Staff Present:	Jenny Bakos Kathleen O'Connell Elizabeth Hulett Jennifer Keysor Sara McCall	Public Guests:	Sean Wynkoop Sammy Baldwin Julie Green (Herald Mail) Arthur LaRue
Business Guests:	Melissa Vinick, Marshfield Associates John Hershey III, RBC Wealth Management Laura Herrera, RBC Wealth Management		

The meeting was called to order at 12:02 PM by Mr. Schutte, the Board President.

**Endowment Presentation**

Ms. Vinick, Mr. Hershey III, and Ms. Herrera presented the annual report of the Washington County Free Library endowment. WCFL has been with Marshfield over twenty years. Ms. Vinick explained Marshfield is very deliberate with investments. Despite the war in the Ukraine changing the overall market, the endowment's healthy nature is due to its investment portfolio. Currently, the total portfolio is up 8.8%, which, as Mr. Martin pointed out, the overall market overall is down 18%.

Ms. Vinick informed the board that there were bonds that had recently matured. Currently, Marshfield is able to purchase bond that provide a fixed yield. The bond portion of the portfolio is on a tempered risk.

Mr. Martin confirmed the cash values as liquid funds available if WCFL needs them. During the budget presentation, the usage of these funds will be discussed.

Ms. Vinick, Mr. Hershey III, and Ms. Herrera excused themselves after the endowment presentation.

**Public Comment**

President Schutte read the procedure for public comment.

Mr. Wynkoop provided his public comment to the Trustees.

### **Minutes**

The minutes of November 18, 2022 meeting and the October 25, 2022 facilities study presentation meeting were reviewed. Mr. Martin moved to approve as stated and Ms. Bender seconded the motion with unanimous approval.

### **Old Business**

The trustees were presented the annual conflict of interest and confidentiality for Officers and Trustees to review, complete, and sign. The documents were submitted to Ms. McCall for record retention.

### **New Business**

#### **Fiscal Year 2024 Budget**

Ms. Bakos presented the draft budget for fiscal year 2024 to the trustees. Ms. Bakos confirmed with Ms. McCall the fine income has declined by around 60% since fiscal year 2021.

As mentioned during the endowment presentation, the budget increases the funds drawn from the endowment based on unrestricted funds as of June 30, 2022. The draw percentage is below the maximum amount stated in the investment policy.

There are increases to building repairs at the Fletcher branch. The building is getting older requiring HVAC repairs and previously deferred maintenance items. Staff are proactively working on a formal CIP for library facilities.

The budget includes a 5.5% increase in funding from Washington County Commissioners to facilitate a two-phase increase to staff. The overall salaries budget increase is offset by turnover and vacancy credits plus a negative salaries contingency. The negative salaries contingency reflects deliberately unfilled positions until usage numbers increase.

Mr. Martin moved to adopt the draft budget as presented. Ms. Bender seconded the motion with unanimous approval.

#### **Operating Income Transfer**

Ms. McCall asked the board to vote on the fiscal year 2023 operating budget transfer. Mr. Martin moved to transfer funds as provided in the budget with Ms. Bender seconding the motion. The board approved unanimously.

#### **Williamsport Fund Transfer**

Ms. McCall asked the board to transfer unrestricted funds to the Williamsport project account. These funds would cover costs incurred to date. Ms. Chambers moved to transfer funds as requested with Ms. Bender seconding the motion. The board approved unanimously.

### **Financial Statement**

Mr. Martin presented the financial statements for WCFL and WMRL. Ms. Bender moved to approve the financials and Ms. Oliver seconded with unanimous approval.

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

Ms. Bakos noted her report was inclusive of actives. She noted the facilities assessment was provided to the county who was appreciative of the information. The Williamsport project was submitted for inclusion in the county's CIP.

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

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

The Social work intern's program is on February 18, 2023. Her final project will be a resource guide of social service agencies serving the area.

### **Director of Operations**

Ms. Keysor advised she is looking at items statistically. She has been looking at door count and circulation numbers. In November and December 2022, system wide numbers were down 41% from 2019. The Fletcher branch is down 51% from 2019. She is looking for ways to bring people back into the facilities, including the need to increase in person programming.

In contrast to circulation numbers, the number library cardholders is equal or greater than 2019.

Ms. Keysor is working with Ms. Nadeau on a consistent signage and branding project.

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

Ms. Hulett stated her report was inclusive of activities.

### **Board Members' Comments**

Members of the board expressed their appreciation for the thoughtful budget presentation including advance review. The trustees understand that balancing pay equity with limited resources is a challenge. They were appreciative of the data analysis of our circulation, programming and door count statistics.

Ms. Oliver moved to adjourn the meeting, Ms. Bender seconded with unanimous approval.

Board members were invited to tour the Boonsboro branch.