

MINUTES OF THE MEETING OF THE
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES
HELD IN ROOM 334 AT THE FLETCHER BRANCH AND VIA ZOOM AT 2:00 PM
January 10,2024

Present:	Stephen Schutte, President Laurie Bender Kimberly Halsey Al Martin Kristine McGee Kathy Oliver Aaron Peterancez Kathy Poole	Board Absent:
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Staff Present: Jenny Bakos
Jennifer Keysor
Elizabeth Hulett
Sara McCall

Public Guest Mr. Arthur LaRue

The meeting was called to order by President Schutte at 12:19 PM.

Minutes

The minutes of November 8, 2023, meeting of the Board were reviewed. Mr. Martin motioned to approve as stated and Ms. McGee seconded the motion with unanimous approval.

Executive Director's Report

Ms. Bakos thanked everyone for their support and participation at the fundraiser on December 16, 2023. Takeaways from the event were that the time of year is challenging, attendees wanted to stay later and consider opening late or closing the following day to clean up from the event.

Ms. Bakos report was inclusive of activities.

Director of Public Services

Ms. Bakos advised Ms. O'Connell's report is inclusive of activities.

Director of Operations

Ms. Keysor's report was inclusive of activities. She noted digital circulation has gone up.

Ms. Keysor is working with the Town of Williamsport on the Williamsport branch cleanup. Once the cleanup is complete, they will recheck the facility and decide what materials will remain in the collection.

Ms. Keysor encouraged board members to look at the Telehealth Pod. The project is currently not ready for use; however, patrons have provided positive feedback about the service. A go live time is dependent on multiple factors.

Associate Director, WMRL

Ms. Hulett advised her report was inclusive as presented. She also advised there are many changes coming on the state level as in the past week there were notifications of people retiring or leaving including Ms. Irene Padilla, State Librarian for the Maryland State Library Agency.

Garrett County was the first county to hold the De-escalation training which received positive feedback.

Financials

Mr. Martin presented the WCFL financials for November 30, 2023, and WMRL financials for October 31, 2023. Of note, the systems are in a positive status through the financial dates provided. The board has not done the budgeted transfer from unrestricted, which accounts for the revenue shortfall.

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

Finance Committee

Ms. Bender advised a letter was sent January 8, 2024, to the current accounting firm to cancel accounting services. Staff are starting to work with an integration team to set up the new accounting software to bring services in-house.

Old Business

Strategic Planning Committee:

Ms. Bakos advised they are working on scheduling meetings and the committee could use more members.

New Business

Fiscal Year 2025 Budget:

Ms. Bakos presented the Draft FY 2025 budget. Ms. Oliver moved to approve the budget as presented, Mr. Martin seconded the motion with unanimous approval.

The WMRL budget will be presented at the May 2023 meeting.

May Board Meeting:

The May 2024 board meeting is scheduled for May 8, 2024. This is during the Maryland Library Association annual conference. Ms. Bakos asked us to move the May meeting to the 15th as a

remedy to the date conflicts. This will also coincide with the board retreat with Allegany and Garrett counties.

Board Member Comments:

Board members echoed positive sentiments from the Gala and were excited about the new services being added. Mr. Schutte asked others to help with Chromebook distribution if they are able.

Mr. Martin stated he has enjoyed being involved and serving on the Board of Trustees for the past 12 years. He will remain a Board member Emeritus while providing his expertise to the Finance Committee.

The next meeting of the board of trustees is scheduled for Wednesday, March 13, 2024 at 12:00 noon.

The meeting adjourned by consensus at 1:37 PM.

Respectfully Submitted,

Jenny L. Bakos

Jenny L. Bakos
Executive Director