

MINUTES OF THE MEETING OF THE
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES
HELD VIA ZOOM
March 9, 2022

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| Present: | Stephen Schutte, President Laurie Bender Judith Chambers Kimberly Halsey Zachery Kieffer Al Martin Kristine McGee Kathy Oliver Aaron Peterancez | Board Absent: | None |
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Staff Present: Jenny Bakos
Kathleen O'Connell
Elizabeth Hulett
Jennifer Keysor
Sara McCall

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

Regular meeting resumed at 12:26. At this time, Ms. Jennifer Keysor was introduced as the new Director of Operations and the board members introduced themselves.

Minutes

The minutes of January 19, 2022, meeting of the Board was reviewed. Ms. Bender motioned to approve as presented and Mr. Martin seconded the motion with unanimous approval.

Executive Director's Report

Ms. Bakos advised the annual budget presentation to the County Commissioners on March 1 went well. She thanked those who attended for their support.

Ms. Bakos recapped 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.
- Amendment to the Governor's FY 23 Budget.

The new security office has been built, except for a small temporary wall, and is complete.

The Williamsport project was submitted to the Washington County Commissions CIP in December 2021 and denied in February. The county is funding a feasibility study to review this project in the future.

Director of Public Services

Ms. O'Connell reported staff supervisors continue to meet weekly to plan the next steps moving forward in our response to the epidemic. The Fletcher has not reopened on Sundays due to a lack of staff. The lockers in the North End have proved to be a remarkable success.

COVID test kits and mask distribution will continue Saturday mornings throughout March.

Associate Director, WMRL

Ms. Hulett reported they are in the final stages of the Regional Library Reorganization.

WMRL signed a contract with HighRock for a marketing campaign.

Financials

Mr. Martin presented the WCFL financials January 2022 and December 2021 for WMRL. Expenses relating to building repairs were pointed out as HVAC issues are being addressed. The Fletcher is nine years old, requiring maintenance upgrades.

Mr. Martin presented the December 2021 financials for WMRL.

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

Old Business

Reopening:

Ms. O'Connell reported we are unable to open on Sundays due to a staffing shortage. The Fletcher will reopen on Sundays once we are staffed. The new target date is June 2022.

We are awaiting paperwork for staff passport certifications. Once we have all the paperwork from the State Department passport services will resume.

New Business

Staff Con:

Ms. Bakos asked the Trustees to approve closing the facilities to the public on May 18, 2022, for a day of teambuilding activities. Due to the COVID epidemic, WCFL has not had an annual Staff Training Day leaving a feeling of disconnect.

In conjunction with Staff Con, Ms. Bakos asked the May 2022 Board meeting move from May 11th to May 25th. She asked board members to help with Staff Con and conduct the meeting after the team building activities.

Head of Security Special Training:

Ms. Bakos and Ms. O'Connell are working with the Head of Security to secure a special officer training. The training would allow the Head of Security to serve trespass notices without waiting for the local police to arrive to serve a notice.

Board Member Comments:

Members of the board complimented staff on the budget presentation.

The next meeting of the board of trustees is scheduled for Wednesday, May 25, 2022, at 12:00 noon.

The meeting adjourned by consensus at 1:14 PM.

Respectfully Submitted,

Jenny L. Bakos

Jenny L. Bakos
Executive Director