

MINUTES OF THE MEETING OF THE
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES
HELD AT THE FLETCHER BRANCH
May 25, 2022

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

Board Absent: Laurie Bender
Kristine McGee
Aaron Peterancez

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

The meeting was called to order at 1:00 PM in the Quiet Room at the Fletcher Branch.

Minutes

The minutes of March 9, 2021 meeting of the Board were reviewed. Ms. Oliver motioned to approve as stated and Mr. Kieffer seconded the motion with unanimous approval.

Executive Director's Report

Ms. Bakos reported the Board of County Commissioners accepted WCFL's budget with the requested increase. The State of Maryland legislature is proposing a five-year extension of the per capita funding increase.

Ms. Bakos, Ms. O'Connell, Ms. Keysor and Ms. Hulett resumed "Pie Day" in Annapolis. The pies were received with great appreciation.

Director of Public Services

Ms. O'Connell advised her report was conclusive of activities.

Associate Director, WMRL

Ms. Hulett advised her report is conclusive of activities.

Ms. Hulett presented the FY 2023 budget for trustee review and approval upon recommendation of the WMRL advisory committee. Mr. Martin moved to approve the budget as presented, Mr. Kieffer seconded the motion with unanimous approval.

Financials

Ms. Bakos presented the WCFL financials for April 30, 2022. Ms. Oliver moved to approve the financials as presented, Mr. Kieffer seconded the motion with unanimous approval.

Mr. Martin presented the WMRL financials for April 30, 2022. Ms. Chambers moved to approve the financials as presented, Ms. Oliver seconded the motion with unanimous approval.

Old Business

Policy Review/Update:

The Policy Review/Update committee met on April 20, 2022 discussing the following policies:

- Annual Leave (Vacation)
- Credit Card
- Display Cases and Exhibit Space (non-Library Use)
- Display Spaces and Signage (Library Use)

Library staff and committee members presented the policies under review; providing summaries of the policies and the rationale for the recommended updates. Mr. Martin moved to approve the policies as recommended and presented. Ms. Halsey seconded the motion with unanimous approval.

New Business

Usability Study Bid: Bids received for the usability study of WCFL's website were reviewed by Senior Management in conjunction with the website administrator. Ms. Bakos provided the trustees with the bid information. Mr. Kieffer moved to accept the recommended bid, Ms. Oliver seconded the motion with unanimous approval.

Juneteenth Discussion: Juneteenth was presented to the trustees to add to the Federal Holiday closing list. Mr. Schutte recommended WCFL close for the holiday. Mr. Martin moved to accept the recommended bid, Ms. Oliver seconded the motion with unanimous approval.

Trustee Comments

Trustees were happy to help facilitate the first ever StaffCon. The event was a good team building event allowing them to interact with the staff and see who is involved with day to day operations.

The next meeting of the board of trustees is scheduled for Wednesday, July 20 2022 at 12:00 noon.

The meeting adjourned by consensus at 2:10 PM.

Respectfully Submitted,

Jenny L. Bakos

Jenny L. Bakos
Executive Director