

MINUTES OF THE MEETING OF THE  
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES  
HELD AT THE LAVALALE BRANCH, ALLEGANY LIBRARY SYSTEM  
A MEMBER OF THE WESTERN MARYLAND LIBRARY CONSORTIUM

May 3, 2023

Present: Stephen Schutte, President  
Judith Chambers  
Kimberly Halsey  
Al Martin  
Kristine McGee  
Aaron Peterancez

Board Absent: Laurie Bender  
Kathy Oliver

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

The meeting was called to order at 12:45 PM in the Allegany County LaVale branch community Room.

**Minutes**

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

**Executive Director's Report**

Ms. Bakos reported that the Board of County Commissioners accepted WCFL's budget with an increase of \$95,000 on the initial ask of \$185,000.00. She reviewed the budget with Ms. McCall and adjusted the staff increase to 5% for July 2023.

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

There was a brief discussion on the State proposed expansion of the Baltimore Young Reader's Program (Dolly Parton Imagination Library). The expansion would provide State funding to Maryland State Library Agency for the program, making money available to local library systems to expand on free materials for those under five years old.

The Williamsport project is in review with the County Commissioners, the Land donor, and the Town of Williamsport. Decisions on stipulations in the land donation prohibit staff from proceeding with the grant process for the current cycle.

Ms. Bakos referred the trustees to her report appendix and the renaming/reorganization of positions department and position titles. Management made the decision upon reviewing job duties and library trends; however, advisement from the board is appreciated.

A grant was submitted for a Telehealth booth at the Fletcher branch.

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

Ms. O'Connell stated she attended a Library Security and Safety convention in Columbus, OH with Ms. Bakos and Ms. Johnson, Head of Security. The convention provided information on recommended security practices in libraries for the public. Policies and procedures will need updates to reflect language changes such as suspension of services vs. banning, restorative justice and de-escalation training.

The social work intern, Ms. Courtney Shipe, completed this phase of her education on April 29, 2023. Ms. Ship helped many library patrons and staff and solidified relationships with outside agencies. A new candidate is not available now.

Ms. O'Connell and Ms. Bakos met with Ms. Emily Keller, Special Secretary of Opioid Response, from Maryland State Government to promote peer counselors.

#### **Director of Operations**

Ms. Keysor presented her report highlighting door count information for all the branches, noting the branch door counts are consistently better than last year.

Ms. Keysor is working on a "Library of Things" which will be based on what the local population shows interest in.

#### **Director of WMRL (Western Maryland Regional Library)**

Ms. Hulett said her report is conclusive of activities. Staff are troubleshooting the new browsing system Vega.

The new WILBUR interface is completed, and they are working with WCFL (Washington County Free Library) IT (Information Technology) staff to put it out for the public.

#### **Financials**

Mr. Martin presented the WCFL and WMRL financials for February 28, 2023, noting endowment growth. Mr. Peterancez moved to approve the financials as presented, Ms. Chambers seconded with unanimous approval.

#### **Policy and Procedure**

The following policies were presented to the Trustees upon recommendation of the committee and legal review:

| Policy | Moved to<br>Approve | Seconded<br>Motion | Unanimous<br>Approval |
|--------|---------------------|--------------------|-----------------------|
|--------|---------------------|--------------------|-----------------------|

|                                     |                |                |     |
|-------------------------------------|----------------|----------------|-----|
| Annual Fiscal Write-Off Policy*     | Mr. Martin     | Ms. McGee      | Yes |
| Chain of Command Policy             | Ms. Chambers   | Mr. Martin     | Yes |
| Collection Development Policy       | Ms. McGee      | Ms. Chambers   | Yes |
| Material Reconsideration Policy     | Ms. McGee      | Ms. Halsey     | Yes |
| Conflict of Interest Policy         | Mr. Martin     | Mr. Peterancez | Yes |
| Equal Employment Opportunity Policy | Ms. Chambers   | Mr. Martin     | Yes |
| Employee Ethics Policy              | Mr. Martin     | Ms. Halsey     | Yes |
| Fundraising Policy                  | Mr. Martin     | Mr. Peterancez | Yes |
| Gift Acceptance Policy              | Mr. Peterancez | Mr. Martin     | Yes |
| Whistleblower Policy                | Mr. Peterancez | Mr. Peterancez | Yes |

Mr. Martin moved to accept The Public Comment Policy with the amendment allowing the Board President discretion to allow more speakers and/or time for a speaker. Mr. Peterancez seconded the motion with unanimous approval.

\*Ms. McCall requested in the Fiscal Year 2023 to write off materials under the 2021 Building Life Long Learners Act. Upon enactment, only fines and fees were written off. In the spirit of the law, Ms. McCall asked the board to include these materials with the write-off practice for Fiscal Year 2023. Mr. Martin moved to approve the write-off; Ms. McGee seconded with unanimous approval.

### **Old Business**

Williamsport was in a meeting discussion earlier. Of additional note is \$16 million is in the County's Capital Improvement Plan.

### **New Business**

Ms. Hulett presented WMRL's FY 24 budget approved by the advisory board. Mr. Martin moved to approve as presented, Ms. Chambers seconded with unanimous approval

### **Trustee Comments**

Members appreciated seeing another library in the regional system and were looking forward to the second day of the retreat with board members from Garrett and Allegany Counties.

**The next meeting of the board of trustees is scheduled for Wednesday, July 19, 2023, at 12:00 noon.**

The meeting adjourned by consensus at 2:53 PM.

Respectfully Submitted,

*Jenny L. Bakos*

Jenny L. Bakos  
Executive Director