

MINUTES OF THE MEETING OF THE
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES
HELD AT THE FLETCHER BRANCH

July 19, 2023

Present: Stephen Schutte, President
Laurie Bender
Kimberly Halsey
Al Martin
Kathy Oliver

Board Absent: Kristine McGee
Aaron Peterancez

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

The meeting was called to order at 12:10 PM at the Fletcher branch.

Minutes

The minutes of May 3, 2023, meeting of the Board was reviewed. Mr. Martin made the motion to approve as stated and Ms. Oliver seconded the motion with unanimous approval.

Executive Director's Report

Ms. Bakos reported there was a meeting with multiple parties regarding the Williamsport facility. There are concerns that the land donation has zoning stipulations.

There is a wage compression and benefits analysis study in process. The group conducting the research, SmithPilot, will be attending the September board meeting to submit their findings.

WCFL received a grant for a telehealth pod.

The new WCFL website is in beta testing. Staff anticipate rolling it out to the public after Labor Day.

Director of Public Services

Ms. O'Connell reported that we will have a social worker intern this fall. She and Ms. Bakos met with the health department for peer navigators.

The new bookmobile is in process. Current Bookmobile and Outreach staff are working on their CDL's. Staff are hoping for a late fall delivery of the new bookmobile.

Director of Operations

Ms. Keysor presented her report highlighting most door counts compared to 2019. The information shows an increased usage of the North Point lockers. She noted Williamsport branch should be congratulated for bringing in people for their programming to bring up their door count.

Ms. Keysor presented the proposed change in hours for all locations. Utilizing door count data, the changes standardize hours for similar size locations and provide better customer service. The hour changes do not change staffing hours.

Director of WMRL (Western Maryland Regional Library)

Ms. Hulett provided everyone with a copy of the annual plan. The State Library audited WMRL which there were a couple of recommendations to create a special account for Special items which is funded by interest income. Ms. Hulett is working on the procedure for this account. Ms. McCall was asked to put the findings report on the BOT SharePoint.

The second recommendation from the State Library audit was to have electronic timesheets for staff. WCFL is in the process of implementing a time sheet system for all staff.

Financials

Mr. Martin presented the Draft WCFL financials for June 30, 2023, and April 30, 2023, for WMRL. Ms. Bender moved to approve the financials for audit, Mr. Martin seconded with unanimous approval.

The trustees and staff discussed timing issues receiving information from the current accounting firm. Accounting services go out for bid in January 2024.

Policy and Procedure

There were no policies presented by the committee for this meeting. Ms. Bakos advised an accounting regarding GASB 96 will be going to out for an electronic vote.

Old Business

Williamsport was in a meeting discussion earlier. Of additional note is that the county budgeted \$16 million in the Capital Improvement Plan for the replacement of Williamsport. The branch is closed awaiting facility issues to be resolved.

New Business

Ms. Bakos presented the updated fiscal year 2024 budget. Mr. Martin moved to approve the revised budget, Ms. Oliver seconded the motion with unanimous approval.

Ms. Kathy Poole was presented as a candidate to return to the board of trustees. Staff will send out more information and conduct an electronic vote prior to the September 2023 meeting.

Ms. Bakos asked for volunteers to start working on the Strategic Plan. Ms. Oliver volunteered.

Trustee Comments

Members appreciated the work staff are doing.

The next meeting of the board of trustees is scheduled for Wednesday, September 13, 2023, at 12:00 noon.

The meeting adjourned by consensus at 1:35 PM.

Respectfully Submitted,

Jenny L. Bakos

Jenny L. Bakos
Executive Director