

MINUTES OF THE MEETING OF THE
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES
HELD AT THE FLETCHER BRANCH ROOM 334

September 13, 2023

Present:	Stephen Schutte, President Laurie Bender Kimberly Halsey Kristine McGee Kathy Oliver Aaron Peterancez Kathy Poole	Board Absent:	Al Martin
Staff Present:	Jenny Bakos Elizabeth Hulett Jennifer Keysor Sara McCall Dasha' Johnson	Guests:	Rebecca Pilot Juanita Brooks

The meeting was called to order at 12:02 PM by President Schutte at the Fletcher branch.

Guest Presentations

Ms. Bakos introduced our guest, Ms. Rebecca Pilot, President, and CEO of SmithPilot. Ms. Pilot's company conducted a salary compression and benefit study for WCFL. The company specializes in compensation and benefits for non-profits. Ms. Pilot highlighted non-profit wages have been increasing primarily with entry-level positions. The recommendation provided information on area living wages; staff wage statistics and multiple options to reduce wage compression.

Ms. Bakos introduced WCFL's Head of Security, Ms. Dasha' Johnson, and the Social Work Intern, Ms. Juanita Brooks. Ms. Johnson and Ms. Brooks provided insightful information on restorative justice. The primary goal of restorative justice is to improve and repair relationships between people and their communities.

Ms. Johnson regularly attends meetings for the local Homeless Coalition and Ending Needless Violence with Our Youth (ENVY). She tries to work with people to find common ground and treat them with respect. In her approach, Ms. Johnson knows the patrons, issues they deal with and works to de-escalate before there is a situation.

In reviewing the background of restorative practices, many people come in on the defensive because they may be/have been treated poorly outside of the facilities. It is a process to gain trust and acceptance on a personal level with the attitude we use and how we interact with our customers and staff.

Minutes

Ms. Bender made the motion to add the minutes of the minutes of July 19, 2023, meeting to the agenda. Mr. Peterancez seconded the motion. Ms. Oliver made the motion to approve as stated and Ms. Bender seconded the motion with unanimous approval.

Executive Director's Report

Ms. Bakos advised her report was inclusive as written. She pointed out items at Board Member's seats – an invitation to the Atrium Dedication on October 17, 2023, and Gala Sponsorship information.

Ms. Bakos advised the new hours started September 5, 2023, and door counts are up 30 – 50 patrons per day.

Director of Public Services

Ms. Bakos advised Ms. O'Connell's report was inclusive as written.

Director of Operations

Ms. Keysor presented her report highlighting that with Williamsport closed, overall door counts are down. She noted she is tracking information physical print versus digital circulation. At the end of August 2023, the physical print was about 80% of total circulation numbers.

Director of WMRL (Western Maryland Regional Library)

Ms. Hulett advised her report was inclusive as written. She noted Ms. Jill Craig was retiring on September 29th after over 20 years of service to the Library System. The WILBR project is a culmination of her time on staff.

WMRL is hosting the Tri-County Summit on October 9, 2023; this is the combined staff training day for the counties WMRL supports.

Financials

Ms. McCall presented the Draft Washington County Free Library (WCFL) financials for June 30, 2023, and April 30, 2023, for Western Maryland Regional Library (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 if WCFL/WMRL maintains the current accounting processes.

The Finance Committee reported that Ms. Bakos and Ms. McCall met with the outside accounting firm. There was a healthy and respectful discussion with the accountants. Communications were kept open, making sure all parties were in consensus. The accountants provided a strong commitment to deliver.

Electronic Vote Acknowledgement

The Trustees voted electronically and unanimously passed the Policy on Subscription-Based Information Technology Agreements effective July 1, 2022, and invited Ms. Kathy Poole to return to the Board of Trustees.

Old Business

Ms. Bakos provided an update on Williamsport in her report.

New Business

The 2024 Holiday schedule was presented; which Ms. Oliver moved to approve; Ms. Poole seconded with unanimous approval.

The 2024 Board Meeting schedule was presented; which Ms. McGee moved to approve; Ms. Halsey seconded with unanimous approval.

Mr. Martin's second term as a Trustee and Treasurer for WCFL/WMRL concludes with the calendar year 2023. Ms. Bender was nominated and accepted the position of Board Treasurer beginning January 2024.

Trustee Comments

Members welcomed Ms. Poole back to the Board of Trustees. They appreciated the presentations at today's meeting.

The next meeting of the board of trustees is scheduled for Wednesday, November 8, 2023, at 12:00 noon.

The meeting adjourned by consensus at 1:45 PM.

Respectfully Submitted,

Jenny L. Bakos

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Executive Director