

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

November 9, 2022

Present:	Stephen Schutte, President Judith Chambers Kimberly Halsey Zachery Keiffer Al Martin Kristine McGee Katherine Oliver Aaron Peterancez	Absent:	Laurie Bender Katherine Oliver
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Staff Present: Jenny Bakos  
Jennifer Keysor  
Kathleen O'Connell  
Sara McCall

Guests:	CJ Palczewski Lauren Espenkotter	LATI Student LATI Student
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Public Attendees:

Shannon Kraushaar Jessica Trovato Madison Ballard	Kait Thornberry Liz Elkind	Samantha Baldwin Sarah Pfefferkorn	Kathy Zonis Michaela Boyle
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The meeting was called to order by the President at 12:15 PM.

Mr. Schutte asked to have a motion to move the minutes of the September 2022 meeting to after the financial report. Mr. Martin moved to move the minutes with Ms. McGee seconding. The motion carried.

Mr. Schutte asked for a motion to move the minutes of the special October facilities study meeting to the January 2023 meeting. Ms. Chambers motioned to move the minutes to the January 2023 meeting with Ms. McGee seconding the motion.

**LATI Student Introduction**

Ms. Bakos introduced Ms. CJ Palczewski and Ms. Lauren Espenkotter as staff members in Library Associates in Training (LATI). LATI is a state program required for library associates in the state of

Maryland. Ms. Palczewski works in the children's department at the Fletcher and Ms. Espenkotter works at the Boonsboro branch.

### **Executive Director's Report**

Ms. Bakos's written report was inclusive of activities.

### **Director of Public Services**

Ms. O'Connell's written report was inclusive of activities.

### **Director of WMRL**

Ms. Bakos's advised Ms. Hulett's written report was inclusive of activities.

### **Financials**

Mr. Martin presented the financials as of September 30, 2022 for WCFL. Mr. Martin inquired on the contribution received this year. Ms. McCall advised this was a donation from the Porter Foundation. Traditionally, WCFL receives an annual donation from the foundation at varying amounts from year to year.

Mr. Martin advised the balance sheet is looking strong for the first quarter of the fiscal year. The financials reflect funds in reserve for continued operations. The Endowment showed a loss with hopes to see improvement in the future.

Mr. Peterancez moved to approve the financials as presented, Mr. Keiffer seconded with unanimous approval.

### **Minutes**

Ms. McGee requested to amend the minutes of the September 2022 meeting with the amendment to correct the spelling of her name to Kristine with a "K." Ms. Chambers moved to approve with the minutes with the amendment, Mr. Martin seconded with unanimous approval.

### **Board Educational Series:**

Ms. Bakos presented the board with an educational series on open meetings. Members inquired about training and Ms. Bakos advised she would send out a link to the members of the board.

### **New Business:**

Ms. Bakos asked the Trustees to move the May board meeting to earlier in May. As scheduled, the meeting is during the Maryland Libraries annual conference. Also, adjusting the May meeting to a two day retreat on the third and fourth. The second day of the retreat will be together with all WMRL boards.

The dates of the May meeting must be adjusted due to a conflict with the Maryland Library Association Conference. The dates for the meeting will be May 3 – 4, 2023. The first day will be WCFL's board meeting and then second day will be with all WMRL boards (Allegheny, Garrett and Washington Counties) focusing on Board Effectiveness.

**Old Business:**

No outstanding business for this meeting.

**Board Member Comments:**

President Schutte commended WCFL's Sarah Nadeau for her hard work on the presentation submitted for the Chamber of Commerce "At Your Service" business award to the Chamber nomination.

Mr. Martin noted Washington County Government has a new CFO. Ms. Bakos advised she is aware and staff are working on the FY 24 budget. The FY 24 budget is going to be very, very tight year. She hopes to move forward keeping as much staff as possible.

Members of the board expressed appreciation for ongoing services and the refresher on Open Meetings. Several members shared concerns over growing censorship issues, book banning and first amendment audits.

The meeting adjourned at 12:55 PM.

**The next regular meeting is scheduled for Wednesday, January 18, 2023 at 12:00 noon, Boonsboro branch community room.**