

MINUTES OF THE MEETING OF THE  
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES  
HELD IN PERSON AT FLETCHER BRANCH  
July 16, 2025

Present:	Stephen Schutte, President (via Teams) Laurie Bender (via Teams) Kathy Oliver Kendra Stauch (via Teams) Kathy Poole Aaron Peteranacz (via Teams)	Emeritus:	Al Martin
		Absent:	Kristine McGee
Staff Present:	Jenny Bakos Kathleen O'Connell Sara Baker Laura Zeigler Jennifer Keysor Elizabeth Hulett		

The meeting was called to order at 12:04 PM by Ms. Bender, the Board Treasurer.

**Public Comment**

No public comment

**Endowment Presentation**

Ms. Vinick, Ms. Herrera, Mr. Hershey, Ms. Weber, Ms. Cotter, and Ms. Gilbert presented the annual report of the Washington County Free Library endowment. Ms. Vinick explained that they are buying and selling according to their business plan and in accordance with the Washington County Free Library's investment policy.

**Minutes**

The minutes of the May 14th, 2025, Board meeting were reviewed. Ms. Oliver moved to approve the minutes with a second by Ms. Stauch, with a unanimous vote.

**Executive Director's Report**

Ms. Bakos noted her report was inclusive of all activities.

**Director of Public Services Report**

Ms. O'Connell stated her report was inclusive of all activities. It was noted that Summer Reading Club numbers have far surpassed previous year's numbers.

**Director of Operations**

Ms. Keysor's report was inclusive of all activities. It was also noted that passport services have reopened for the public through the library.

**Director of Western Maryland Regional Library**

Ms. Hulett's report was inclusive of all activities.

**Financial Statement**

Ms. Baker presented the May/June 2025 financial statements for WCFL and WMRL.

Ms. Oliver moved to approve the May and June 2025 financial statements for WCFL and WMRL, and Ms. Stauch seconded the motion with unanimous approval.

**Financial Committee Update****Executive Session**

Ms. Bender requested, per course, that the Board enter an Executive Session. Ms. Bender moved to order the Executive Session with the board, with a second from Ms. Oliver. Library staff excluding Ms. Bakos, Ms. Baker and Ms. Zeigler were excused. The Executive Session began at 1:10pm, and ended at 1:14pm, and staff were asked back to the meeting.

**September Board Meeting Date Update** – The Finance Committee motioned to change the September meeting(s) moving forward to the third Wednesday of the month, permanently to better accommodate the annual audit presentation. Ms. Stauch moved to approve the motion with a second from Ms. Oliver, with unanimous approval.

**Williamsport Construction Funding Commitment** – The Finance Committee motioned to approve Board funding (\$1,873,940) from the Donor Restricted Capital Fund of the Endowment to the Williamsport Construction project. Ms. Poole provided the second with unanimous approval.

**Personnel and Policy Committee Update**

The Executive Director's evaluation process will begin soon. Ms. Bakos was asked to begin her self-evaluation at her own convenience.

**Old Business**

Williamsport Construction Update – Ms. Keysor and Ms. Bakos provided an update on the Williamsport Construction Project, stating that all forms have been successfully submitted to the Maryland State Library Agency for review for the FY27 fiscal year.

Ms. Bakos provided the survey results from the Western Maryland Board Retreat, which were positively received.

FY 2026 Budget Adoption - Ms. Bender moved to approval with a second from Ms. Oliver, with unanimous approval.

Board Comments:

Oliver – Great meeting!

Bender – Thank you for accommodating virtually!

**The meeting adjourned at 1:45pm. Ms. Poole moved to approve, and Ms. Stauch seconded with unanimous approval.**

Respectfully submitted,  
Jenny L. Bakos  
Secretary