

MINUTES OF THE MEETING OF THE
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES
HELD IN PERSON AT FLETCHER BRANCH
September 17, 2025

Present:	Stephen Schutte, President Laurie Bender Kathy Oliver Kendra Stauch (via Teams) Aaron Peteranacz (via Teams) Kathy Kerns	Emeritus:	Al Martin
		Absent:	Kristine McGee Kathy Poole
		LATI:	Alyssa Berg
Staff Present:	Jenny Bakos Kathleen O’Connell Sara Baker Laura Zeigler Jennifer Keysor Elizabeth Hulett Madison Smith Bryan Wright	Auditor:	Chris Lehman
		Public:	Arthur LaRue

The meeting was called to order at 12:08 PM by Mr. Schutte, the Board President.

Public Comment

No public comment

Introduction of LATI Student

Alyssa Berg

Audit Presentation

Chris Lehman, Partner from SB & Company, was introduced and gave the audit presentation. It was noted that we received an unmodified opinion, which is a “clean (very good) opinion” on the audit with “no material weaknesses” and “no discovery of fraud” additionally mentioned. Mr. Lehman also stated that the WCFL staff were very helpful, and they received full cooperation from all employees.

Mr. Lehman presented the audited financial statements notating the primary gain for WCFL in FY 2025 resulted from an investment increase of \$752,507 and interest income of \$64,960, which was \$39,960 over the budgeted \$25,000. WCFL's net change in position for governmental activities for the fiscal year 2025 was \$797,353.

Mr. Lehman presented the audited financial statements for WMRL reflecting a net change in fund balances – governmental funds of \$(118,570). For Fiscal Year 2025, the change in net position of governmental activities resulted in an increase of \$18,133.

Minutes

The minutes of the July 16th, 2025, Board meeting were reviewed. Mr. Schutte moved to approve the minutes with a second by Ms. Oliver, 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.

Director of Operations

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

Director of Western Maryland Regional Library

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

Financial Statement

Ms. Baker presented the July 2025 financial statements for WCFL and WMRL.

Mr. Schutte moved to approve the July 2025 financial statements for WCFL and WMRL, and Ms. Oliver seconded the motion with unanimous approval.

Financial Committee Update

Thank you, Sara and Madison, and team for all of the hard work to make the audit go so smoothly. Kudos to everyone for their work!

Personnel and Policy Committee

Executive Session

Mr. Schutte requested, per course, that the Board enter an Executive Session. Ms. Oliver moved to order the Executive Session with the board, with a second from Ms. Bender. The library staff were excused. The Executive Session began at 12:34pm, and ended at 12:54pm, and staff were asked back to the meeting.

Old Business

Williamsport Construction Update - The Board of Trustees asks that a timeline of construction be provided via SharePoint to the staff of WCFL/WMRL so they are equipped to answer any questions.

New Business

Nominations for 2026 Board of Trustees Members – No nominations were made. Returning for November 2025 Meeting.

Adoption of the 2026 Board Meeting Schedule – Motion by Mr. Schutte; Seconded by Ms. Bender

Adoption of the 2026 Holiday Schedule – Motion by Mr. Schutte; Seconded by Ms. Oliver

Board Comments:

Schutte – Staff meeting for Point Broadband at the library was a huge success. Thank you to all who helped!

Oliver – Kudos for clean audit!

Al – I second the kudos for a clean audit! Awesome work to our team!

Kerns – I also want to send kudos to our team. The audit is no small feat, and we sailed right through because of how great our team is.

The meeting adjourned at 1: 05pm. Mr. Schutte moved to approve, and Ms. Bender seconded with unanimous approval.

Respectfully submitted,

Jenny L. Bakos
Secretary