

MINUTES OF THE MEETING OF THE  
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES  
HELD IN PERSON AT FLETCHER BRANCH  
November 12, 2025

Present:	Stephen Schutte, President Laurie Bender, Treasurer Kathy Oliver Kendra Stauch Kathy Kerns	Emeritus:	Al Martin
		Absent:	Kristine McGee Kathy Poole Aaron Peteranecz

Staff Present: Jenny Bakos  
Kathleen O'Connell  
Sara Baker  
Laura Zeigler  
Jennifer Keysor  
Elizabeth Hulett  
Lauren Buechmann

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

#### **Public Comment**

No public comment

#### **Minutes**

The minutes of the September 17, 2025, Board meeting were reviewed. Mr. Schutte moved to approve the minutes with a second by Ms. Stauch, with a unanimous vote.

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

Ms. Bakos' report was inclusive of all activities. It was noted that as of July 1, 2026, WCFL will be going fine-free. Damaged/Lost books will still require a fee. Ms. Bakos will be meeting with Washington County Administration in December to discuss the FY27 budget.

#### **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. Ms. Keysor also noted that the Library of Things will begin being cataloged in December 2025, and that the study pods are completed in Hagerstown. Ms. Keysor also noted that we are getting bids for new fencing in the back section of the parking lot.

### **Director of Western Maryland Regional Library**

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

### **Financial Statement**

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

Ms. Bender moved to approve the September 2025 financial statements for WCFL and WMRL for audit, and Ms. Oliver seconded the motion with unanimous approval.

### **Financial Committee Update**

Thank you, Sara and Madison, and team again for all of the hard work recently. As a committee, we are working on a wage increase for staff in the FY27 budget.

### **Personnel and Policy Committee**

The committee moved to adopt the Privacy and Meeting Room policy as stated. Ms. Oliver moved to approve, with a second from Ms. Bender, with a unanimous vote.

### **Old Business**

#### **Nominations for 2026 Board of Trustees Members**

Mr. David Donohue of Williamsport, Maryland was nominated from the floor by Mr. Schutte to fill the empty Board of Trustees seat for 2026.

### **New Business**

Ms. Bakos provided an update on the state of all library facilities.

### **Board Comments:**

Stauch – Great work, everyone!

Oliver – Good work, team!

Schutte – Maybe I will be the first to get married at the library!

Bender – I love the 1 pagers!

Martin – Great meeting! The reports are great!

Kerns – Ditto! The reports are great!

**The meeting adjourned at 1:14pm. Mr. Schutte moved to approve, and Ms. Oliver seconded with unanimous approval.**