

MINUTES OF THE MEETING OF THE
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES
HELD IN PERSON AT THE LEONARD P. SNYDER MEMORIAL LIBRARY (CLEAR SPRING)
May 13, 2026

Present:	Stephen Schutte, President	Emeritus:	Al Martin
	Kathy Oliver		
	Kathy Poole		
	Kathy Kerns		
	Kendra Stauch		

Staff Present:	Jenny Bakos	Absent:	Aaron Peteranecz
	Jennifer Keysor		David Donohue
	Kathleen O'Connell		Laurie Bender
	Laura Zeigler		
	Jennifer Keysor		
	Elizabeth Hullett		
	Jason David		
	Jaimiah Brandon		

The meeting was called to order at 12:04 PM by Mr. Schutte, the Board President.

Public Comment

No public comment

Board Correspondence

We received several letters thanking us for our support in various things from Delegate Wivell, Senate President Bill Ferguson, Maryland International Film Festival c/o Tom Riford, as well as a Thank You from Meritus for our participation in "Take Back the Night."

LATI Student

Jaimiah Brandon was introduced as a LATI student.

New Staff

Jason David, Accounts Payable, introduced as new staff in Finance.

Minutes

The minutes of the March 11, 2026, 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' report was inclusive of all activities with an added note that we will be receiving additional funds from the Washington County government in the Capital Improvement Plan for building upkeep.

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 with an added note that total circulation is up 27% from July 2025 to May 2026.

Western Maryland Regional Library

Ms. Hullett's report was inclusive of all activities with an additional note that William "Bill" Taylor has submitted his notice and is planning to retire in July.

Financial Statement

Ms. Baker presented the March 2026 financial statements for WCFL and WMRL.

Mr. Schutte moved to approve the March 2026 financial statements for WCFL and WMRL for audit, and Ms. Kerns seconded the motion with unanimous approval.

Financial Committee Update

Executive Session

Mr. Schutte requested, per course, that the Board enter an Executive Session. Mr. Schutte moved to order the Executive Session with the board, with a second from Ms. Oliver. Library staff excluding Ms. Bakos, and Ms. Baker were excused. The Executive Session began at 12:27pm, and ended at 12:43pm, and staff were asked back to the meeting.

Upon staff return, Mr. Schutte moved to approve the form 990 for submission. Ms. Kerns seconded the motion with unanimous approval.

Old Business

Ms. Keysor presented an update for the Williamsport Construction project. Design phase funding will be released in July from the State of Maryland. Staff continue to work with Washington County's Department of Public Works to implement the first phase of the project.

New Business

Western Maryland Regional Library

Ms. Hulett presented the FY27 Western Maryland Regional Library Budget.

Mr. Schutte moved to approve the budget as presented; Ms. Kerns seconded the motion with unanimous approval.

Williamsport Constriction Funding Letter

Ms. Bakos presented the funding letter for the Williamsport FY28 Capital Grant Cycle.

Mr. Schutte moved to approve the letter and budget as presented; Ms. Poole seconded the motion with unanimous approval.

Board Comments:

Martin – It was great to see everything moving so smoothly, and MLA was great!

Schutte – Thank you to the staff for always working so hard!

Oliver – Ditto! The gala was amazing and we were all amazed at the physical transformation of the library.

Stauch – I am so excited about the new Williamsport library!

Kerns – Ditto!

Poole – I am so happy about the retreat!

The meeting adjourned at 1:09pm. Mr. Schutte moved to approve, and Ms. Kerns seconded with unanimous approval.