MINUTES OF THE MEETING OF THE
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES
HELD IN PERSON AT THE FLETCHER BRANCH IN ROOM 334
July 15, 2026

Present:	Stephen Schutte, President Kathy Oliver Kathy Poole Kathy Kerns Laurie Bender, Treasurer	Emeritus:	Al Martin
Staff Present:	Jenny Bakos Jennifer Keysor Kathleen O'Connell Laura Grabill Jennifer Keysor Jason David	Absent:	Aaron Peteranecz David Donohue Kendra Stauch
		Guests:	John Hershey, III Holden Hershey Laura Herrera Rynnie Cotter
Staff Absent:	Elizabeth Hulett		Melissa Vinick

Public Comment
No public comment

Endowment Presentation – RBC Financial
Ms. Vinick, Ms. Herrera, Mr. Hershey, Ms. Weber, Ms. Cotter, and Ms. Gilbert of RBC Financial and Marshfield 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.

The meeting was called to order at 12:37 PM by Mr. Schutte, the Board President.

Minutes
The minutes of May 13, 2026, Board of Trustees meeting were reviewed. Mr. Schutte moved to approve the minutes as amended to add Laurie Bender to the list of absent Board members. The motion was seconded by Ms. Oliver and passed unanimously.

Executive Director's Report
Ms. Bakos' report was inclusive of all activities, with the added note that there will be limited legislative priorities in Annapolis this year for the Maryland Library collective due to adequate funding in FY26.

Director of Public Services Report

Ms. O'Connell stated her report was inclusive of all activities, but it was noted that Summer Reading Club participation is up 20% from 2025.

Director of Operations

Ms. Keysor's report was inclusive of all activities with an added note that patrons checking items from the Library of Things is picking up. We are seeing more items being checked out, as well as new patrons using the service.

Western Maryland Regional Library

Ms. Hulett was absent, but Ms. Bakos noted that her report was inclusive of all activities and as written.

Financial Statement

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

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

Policy and Personnel 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 were excused. The Executive Session began at 1:05pm, and ended at 1:19pm, and staff were asked back to the meeting.

Old Business

Williamsport Construction Update

Ms. Keysor presented an update for the Williamsport Construction project: key stakeholders (Washington County, Washington County Public Schools, Town of Williamsport and Washington County Free Library) are beginning to meet with the proposed architect, Murphy Dittenhafer, to plan the scope of the building project. Ms. Keysor noted that WCFL is currently working with the Town of Williamsport's Mayor and Manager on moisture remediation for the current building.

Feedback from Western Maryland Board of Trustees Retreat

Ms. Bakos shared that the feedback from the Western Maryland Board of Trustees retreat, held in Garrett County and in conjunction with the Allegheny and Garrett County Board of Trustees members was received very well by those in attendance. Ms. Bakos will continue to evaluate if a joint Board Retreat is viable every year or we should alternate with Board Retreats solely for the Washington County/Western Maryland Regional Board.

FY2027 Budget Adoption

Ms. Bakos shared the updated budget numbers with the Board of Trustees, sharing that an increase of $16,182 was provided by the State of Maryland over initial estimates. Ms. Bakos shared that the additional funding would be used to increase the salaries and programming lines, and decrease the amount required from the Capital and Endowment account for operation.

New Business

Strategic Plan Update

Ms. Bakos provided the Board of Trustees with an update to the goals accomplished from the 2025-2030 Strategic Plan for Washington County Free Library. Notable achievements included the remote locker expansion, the partnership with the Dolly Parton Imagination Library, and the development and launch of the Library of Things. She noted there were some challenges around hosting bi-lingual story times as prescribed in the Strategic Plan, but staff were investigating ways to complete the goal.

Board Comments:

Poole – Very nice job, everyone. Thank you for everything you continue to do.
Kerns – So many wheels in the wheelhouse. Jenn is wonderful at thinking and considering all aspects on things.
Oliver – Data reports help the Board tremendously, and we appreciate the work that goes into them.
Bender – We are doing well, and the endowment is also doing very well.
Schutte – Parking lots are doing well; they are making money.
Martin – Another great retreat! I had a very nice time! It was another great year!

The meeting adjourned at 1:50pm. Mr. Schutte moved to approve, and Ms. Poole seconded with unanimous approval.