

**MINUTES OF THE MEETING OF THE
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES
HELD IN THE BOARD ROOM,
ALICE VIRGINIA & DAVID W. FLETCHER BRANCH
March 11, 2020**

Present: John Schnebly, President
Judith Chambers
Kimberly Halsey
Al Martin
Christine McGee
Katherine Oliver
Aaron Peterancez
Greg Snook

Board Absent: Stephen Schutte

Staff Present: Jenny Bakos
Kathleen O'Connell
Sara McCall

The meeting was called to order at 12:08 p.m. by the President, Mr. Schnebly.

The Board introduced themselves and welcomed Ms. McGee and Ms. Chambers as the newest Board members.

Minutes

The minutes of January 15, 2020 meeting of the Board were reviewed. Mr. Snook moved to accept, seconded by Ms. Oliver and the minutes were unanimously accepted as presented.

Corona Virus

The outbreaks of the Corona Virus raise concerns for staff and the public. Mr. Schnebly prefaced the discussion reminding the board that we provided services to wide range of the population. Ms. Bakos and Ms. O'Connell are staying informed of the situation through news broadcasts, the CDC website and local Health Department updates. Staff were advised to stay calm, spray and/or wipe down surfaces with disinfectant, remove manipulatives/toys, stay a safe distance and again, disinfect regularly. Ms. Bakos advised she will be in contact with the board should there be a need.

Executive Director's Report

Statewide, there is a tentative budget increase for WCFL. Ms. Bakos met with Ms. Greaves from the county to go over the budget process. Ms. Greaves appreciated the board's approval of a conservative budget.

The Annual "State of the Library" commissioners luncheon will be held on March 24, 2020 here at the Fletcher. Board members who wish to attend are asked to be here at 11:45 to help greet our guests.

Legislation for libraries to go fine free is in the works with little movement in either direction. Ms. Bakos is following this bill.

Ms. Bakos and Ms. O'Connell met with the mayor and town manager of Williamsport. The town is interested in a new facility with the library keeping the integrity of the original memorial library focus. At this time, the town needs to determine a location for the facility. Mr. Snook volunteered to sit on the planning committee.

Director of Public Services Report

Ms. O'Connell advised Allegheny County officially migrated to Polaris. The combined systems add around 28,000 titles to the borrowing collections.

Discussions are in place for having Debbie McComber here for our major author event. WCFL hopes to host a public event and possibly an afternoon tea as a means to fund future author events.

We are preparing for our annual fundraiser on April 18, 2020. Sponsorship opportunities are available and we hope to see all of you there.

Director, WMRL

Ms. Hulett was not in attendance and the board had no questions regarding her report.

Financial Statement

Mr. Martin reviewed both the WCFL and WMRL Financial Statements of January 2020. Mr. Martin explained the internal controls and separation of duties with regards to the accountants, auditors and library staff.

Ms. Oliver moved to approve the financials, Mr. Snook seconded and the motion was unanimously carried to accept the financial statements as presented.

Old Business

Accounting services are currently out for bid with a closing date of April 2, 2020 at 2:00 PM. New board members were briefed on the bid process and why the board is accepting bids at this time. Answering an inquiry, Mr. Martin advised the members to keep confidential the financial information disclosed. The concerns were related to an incident effecting all WCFL staff and the ability to service the volume of work we require due to separation of duties.

New Business

Discussion ensued for a board member on the liquor license for special library events with Ms. Oliver accepting the task.

Mr. Jay Kelsh was introduced as the new WCFL head of security.

Ms. Bakos advised the need to begin working on the new strategic plan and asked for volunteers for the committee. Ms. Chambers volunteered.

Ms. Bakos asked the board to amend the mileage reimbursement policy. The current policy reimburses staff at \$0.375 per mile. Mr. Snook made the motion to allow administrative staff to adjust mileage reimbursement rates for the calendar year based on the IRS rates as of January 1 each year. Mr. Martin seconded the motion with unanimous approval from the board.

Policy Updates:

The at the advice of legal counsel, verbiage in the rules of patron behavior, section four (4), item j to state "interferes with another's use of the library."

Mr. Martin moved to accept the change and Ms. Oliver seconded the motion.

The next regular meeting is scheduled for Wednesday, May 13, 2020 at 12:00 noon, Board Room, Administration Office, Alice Virginia & David W. Fletcher Branch.

Respectfully submitted,

Jenny L. Bakos
Secretary