

Ms. Bakos reported the WCFL received the following grants:

- Locker system at the North Point shopping center through Washington County Government.
- Transit van through the State Library. The transit van will be used by staff to transport materials to/from the North Point lockers as well as by Bookmobile staff for outreach services.
- Partial funding of Security Office through the State Library.

At this time, conversations regarding the reorganization of the Western Maryland Regional Library are tabled to do more workshopping over the next year. Areas of concern are protecting the level of service provided and staff positions.

Ms. Bakos reported she has the IT department working on some upgrades. The changes include moving from on physical servers to a hybrid of physical and cloud based systems.

Director of Public Services

Ms. O'Connell reported staff are following the schedule set for re-opening. On July 6, 2021 meeting room usage was made available to the public. Most of the furniture has been put back in public areas for use. Contingent upon COVID rates, staff are planning in person programming to resume after Labor Day.

Nine WCFL staff supervisors began the Equity, Diversity and Inclusion Training on Tuesday, July 13, 2021. A four week Manager training for Supervisors begins August 14.

Lockers are installed at the branches. Staff anticipates the delivery and installation of the SMART lockers at the North Point Plaza in August.

Director of WMRL

Ms. Hulett reported Ms. Tracy Carroll, web specialist for WMRL, is being used across the state, not just Garrett, Allegany and Washington Counties. WMRL will begin advertising for a new/second delivery clerk as deliveries continue to increase. Ms. Chambers is assisting WMRL with updating their Strategic Plan.

Financials

Mr. Martin reviewed the financials for both WCFL and WMRL. Both organizations are doing well. In FY 22, Mr. Martin advised the financials will reflect comparative information from the prior year on the statements.

Ms. Oliver moved to accept the draft financials for audit and Mr. Kieffer seconded the motion with unanimous approval.

WCFL's Fiscal Year 2022 Budget was presented to the board with no significant changes from the January 2021 presentation. Management reduced fine income as fines have not rebounded to pre-COVID values. The budget included a costs of living increase for staff. Ms. Bakos advised

wage and compression studies need to be conducted to align wages with pay grades, staff duties and the open market. With Maryland moving to a \$15.00 per hour minimum wage, annual cost of living increases were given with focus on raising low pay grade staff wages to meet minimum wage requirements.

Passport services were added as an income generating budget line item to supplement the income loss from fines. WCFL anticipates resuming passport services in mid to late fall 2021.

In Fiscal Year 2023, the board will have to look at other income sources if fines do not at minimum maintain the budget figures.

Mr. Martin moved to approve the WCFL fiscal year 2022 budget and Ms. Chambers seconded the motion with unanimous approval.

Ms. Hulett presented the WMRL budget to the trustees. Mr. Martin moved to approve the WCFL fiscal year 2022 budget and Ms. Chambers seconded the motion with unanimous approval.

Old Business

Teen Advocate – President Schutte wants to form a committee within the trustees and work with the Teen librarians to have the Teen Literacy Council determine delegates, etc. Mr. Schutte advised he wants to further discuss at the next meeting.

New Business

Rotating Board Meetings – Mr. Schutte would like to amend the by-laws as a draft stating as of January 2022, there be “optional rotation” of board meeting locations. This change allows meetings to be held in different portions of the county at different WCFL facilities.

Trustees were presented with draft conflict of interest and confidentiality policies. These policies mirror what staff shall sign. Members are asked to review the documents and vote upon at the September meeting.

Comments:

Members of the board were glad to meet in person and appreciate the support of the regional library.

The meeting adjourned at 1:48 PM.

The next regular meeting is scheduled for Wednesday, September 22, 2021 at 12:00 noon.