

MINUTES OF THE MEETING OF THE
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES
HELD IN THE BOARD ROOM,
ALICE VIRGINIA & DAVID W. FLETCHER BRANCH
January 20, 2021

Present: Stephen Schutte, President
Laurie Bender
Kimberly Halsey
Zach Kieffer
Al Martin
Kristine McGee
Kathy Oliver
Aaron Peterancez
John Schnebly
Greg Snook

Board Absent: Judith Chambers

Staff Present: Jenny Bakos
Kathleen O'Connell
Elizabeth Hulett
Sara McCall

Guest: Mary Baykan

The meeting was called to order after a brief Executive session.

The meeting began with words of gratitude to Mr. Schnebly and Mr. Snook for their years of service on the Washington County Free Library Board of Trustees from Ms. Mary Baykan, Executive Director Emeritus. Both Mr. Schnebly and Mr. Snook were thanked for their years as champions for the Washington County library system.

New board members Ms. Laurie Bender and Mr. Zach Kieffer were welcomed. Ms. Bender serves on several community boards in Washington County and is the Chief Compliance Officer at Meritus Medical Center. Mr. Kieffer also serves on other non-profit boards in the community, including working on the Maryland Theater renovation project. Mr. Kieffer operates a solo law practice in Hagerstown.

Minutes

The minutes of November 18, 2020 meeting of the Board were reviewed. Mr. Martin's motion to accept was seconded by Ms. Oliver and were approved unanimously.

Executive Director's Report

Ms. Bakos referred the board members to the new staff activity report. The report is a summary of programs and activities throughout the library system.

Fiscal Year 2021 budget update: the library received the third quarter funding from the Board of County Commissioners.

The Maryland legislature has HB 1000/SB 524 “Building Lifelong Library Learners Act” on the agenda for the 2021 session. If passed, the bill eliminates fines on children’s cards (any cardholder under 18 years old) and will go into effect March 2021. State funding support does not go into effect until FY 2023.

Administration submitted a CIP request to the county for a new Williamsport facility.

Director of Public Service Report

Ms. O’Connell is working with the Western Maryland Regional staff development coordinator to focus training on equity, diversity, inclusion and anti-racism.

Administration is assisting with the pick list in the mornings to facilitate the current COVID necessitated A/B schedule.

Director of WMRL Report

Ms. Hulett encouraged everyone to contribute COVID pictures to the WHILBR project. This is a good place to document this historical event.

WMRL staff are working on getting hotspots for the counties in an effort to provide expanded patron services. Equipment is on backorder.

Ms. Hulett organized a Zoom meeting with the delegates from the three counties WMRL services on January 28, 2021. This was part of the virtual library day in Annapolis. The meeting provided an opportunity to present the value and diversity of services libraries provide to the communities.

Financial Report

Administration received notice that the application for the PPP loan forgiveness was approved.

Mr. Martin explained various aspects of the financials, highlighting items for the new board members. May need to discuss some of the designate/restricted funds.

Mr. Martin reviewed both the WCFL and WMRL Financial Statements as of November 30, 2020. Ms. Oliver moved to approve the financials, Mr. Kieffer seconded and the motion was unanimously carried to accept the financial statements.

Old Business:

PPP Loan Update: WCFL did get forgiveness designation. This will be processed through the accounting system. Staff did research the second phase of the PPP loan and WCFL did not qualify.

Strategic Plan: Ms. Halsey presented focus points two and three of the strategic plan. Minimal changes were made to the plan, noting that childcare providers were added. In the plan, a website usability

study was highlighted. The plan includes a goal of an alternative delivery form, an example of which is book lockers.

New Business:

FY 2022 Budget: Ms. Bakos presented the draft budget for FY 2022. Administration felt conservative planning was necessary. The budget reflects a decrease in fine income. This projection was made based on patrons utilizing online resources versus print materials and online resources do not incur fines.

We are asking for an increase from the County Commissioners to cover a 2% cost of living increase for staff and a one-time request of \$60,000 for designated infrastructure upgrades.

Ms. Bakos reviewed the remaining budget items noting a significant decrease in the books/materials line item.

Mr. Martin moved to approve the budget and Ms. Oliver seconded the motion. The budget was unanimously carried as proposed by the board.

Banking RFP: Ms. McCall presented the banking RFP asking for questions or concerns. The bid will go out to Chamber of Commerce members. Ms. Oliver noted a correction and recommended adding percentages next to the funding sources. Deadline for proposal submissions is February 12, 2021. Staff anticipate having a recommendation at the March meeting.

Board Comments

Mr. Martin congratulated Ms. Bakos on her first year with WCFL. He offered thanks to staff for dealing with huge changes in these challenging times. He feels the system is doing well in providing services amid the constant service pivots.

Ms. Oliver stated we need to ensure there is adequate access to our services and the pandemic has been a good test.

- March 10, 2021 – Board Meeting
- March 23, 2021 – Commissioners Presentation

The next regular meeting is scheduled for Wednesday, March 10, 2021 at 12:00 noon via Zoom.

Respectfully submitted,

Jenny L. Bakos

JENNY L. BAKOS
Secretary