

MINUTES OF THE MEETING OF THE
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES
HELD VIA ZOOM MEETING
September 22, 2021

Present: Stephen Schutte, President Board Absent: None
Laurie Bender
Judith Chambers
Kimberly Halsey
Zachery Kieffer
Al Martin
Christine McGee
Katherine Oliver
Aaron Peterancez

Staff Present: Jenny Bakos
Elizabeth Hulett
Sara McCall

Guests: William Souders, Smith, Elliot Kearns & Co
Brad Close, BTM CPAs
Elizabeth Forrest, BTM CPAs
Jenny Snyder, LATI Student
Kassandra Thompson, LATI Student

The meeting was called to order by the President.

Library Associates Training Institute (LATI) students, Ms. Jenny Snyder and Ms. Kassandra Thompson were introduced to the Board.

Financials

Ms. Bakos introduced Mr. Brad Close and Ms. Elizabeth Forrest from BTM CPAs. Mr. Close presented the financials for WCFL as of August 31, 2021. Mr. Martin moved to accept the financials as presented, Mr. Kieffer seconded the motion with unanimous approval.

Fiscal Year 2021 Audit Presentation

Mr. William Souders from the firm of Smith, Elliot, Kearns & Co. (SEK) presented the fiscal year 2021 audit report to the board. Mr. Souders provided an overview of the reports including the four accounting types used within the report.

SEK issued an unmodified opinion for the fiscal year 2021 financial audit. An unmodified opinion is the best opinion an audit can receive.

The following pages were reviewed with the board during the presentation:

Page # 1—2	Independent Audit Report, Clear Opinion
Page # 3 – 11	Management Decision Analysis– what the future goals of the library are in upcoming years.
Page # 12	Statement of Net Position
Page # 13	Statement of Activities
Page # 14	Balance Sheet
Page # 26 – 28	Cash and Investments
Page # 29	Interfund Receivables and Payables Capital Asset and Depreciation
Page # 30 – 33	Fund Balance Classifications
Page # 34 – 39	Retirement and Pension Plans
Page # 40	Commitments and Contingencies
Page # 41 – 42	Fair Value Measurements
Page # 43 – 44	Budgetary Comparison Schedule for WCFL
Page # 45	Budgetary Comparison Schedule for WMRL
Page # 46 – 49	Additional Retirement System Requirements
Page # 50-51	Auditors Report on Internal Controls

On a budgetary basis, WCFL had a surplus of \$269,719.

The overall revenues for the year were significantly higher with the notation that additional surplus funds are from investment activities and the PPP loan forgiveness. These activities are not usable for budgetary usage on a recurring basis. The PPP loan forgiveness was a one-time occurrence and investment activity is a snapshot as of June 30.

Mr. Martin moved to approve the audit report, Mr. Kieffer seconded the motion with unanimous approval.

Minutes

The minutes of July 21, 2021 meeting of the Board were reviewed. Mr. Schutte called for a motion to approve; Mr. Martin made the motion and Mr. Kieffer seconded the motion. The minutes were approved unanimously.

Executive Director’s Report

Ms. Bakos reported outside her written report, points of discussion are for discussion later in the agenda.

Director of Public Services

Ms. Bakos reported on behalf of Ms. O’Connell there was nothing outside the written report.

Director of WMRL

Ms. Hulett reported the regional library filled the part-time position and the individual started earlier this month. All other operating functions were included in the written report.

Old Business:

Staff Training Day – Ms. Bakos requested the library remain closed, administratively, for the 2021 staff training day. This will provide staff with the day off out of concerns for COVID numbers and having a large number of staff in one area; it will also allow for major IT upgrades for all three Counties that WMRL services. Supporting Ms. Bakos recommendation, Mr. Martin made the motion to administratively close on October 12, 2021, designated as staff training day. Ms. McGee seconded the motion with unanimous approval.

Board of Trustee Policies:
Conflict of Interest
Confidentiality

Ms. Bakos thanked Ms. Bender for helping clean up language from the initial policy presentation. Ms. Chambers moved to adapt the policies as presented into the By-Laws for the trustees. Ms. Bender seconded the motion with unanimous approval. Policy copies will be provided to board members for their review and signature on an annual basis.

Williamsport – WCFL and the Town of Williamsport were approached by the Hetzer family regarding donating land for a new library. The land is not in Williamsport proper. To facilitate the project, the Hetzer family would donate the land to Williamsport proper who would subsequently donate to Washington County.

Library staff are cognizant that the existing Williamsport library building is a memorial building. Discussions with the Town of Williamsport and County agencies have been sensitive to maintaining sensitivity to the community's tragedy.

With board approval, Triad Engineering, Inc. of Hagerstown, Maryland offered to conduct the site and environment assessment at no cost. Ms. Chambers made the motion to accept Triad's offer to conduct the studies. Mr. Martin seconded the motion with unanimous approval.

Regional Resource Centers Governance (RRCG) – Ms. Oliver provided the most recent version of what the steering committee has been working on.

New Business:

Organizational Chart Update – Ms. Bakos referred to the updated organizational chart in the meeting packet. The proposed chart reflect the addition of the Director of Operations position which will oversee maintenance department and having the Head of Security report to the Director of Public Services. Ms. Bender made the motion to approve the updates, Ms. Chambers seconded the motion with unanimous approval from the Board.

Amending YA Library Card Age – Current policy states YA cards are for ages 14 – 18, yet the YA department is for ages 13 – 18. Ms. Chambers made the motion to amend the YA card ages to 13 – 18. Mr. Kieffer seconded the motion with unanimous approval.

Board and Holiday Schedules – Mr. Martin moved to accept the schedules, Ms. Bender seconded with unanimous approval.

Board Vacancy – Mr. Schutte and Ms. Oliver’s first term expires January 2022. Both are eligible for a second term.

Members of the board expressed appreciation for another excellent meeting, the organization’s adaption to changing times, work of the library staff and support of the library within the community.

The next regular meeting is scheduled for Wednesday, November 10, 2021 at 12:00 noon, room 334 at the Fletcher branch.