

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 16, 2019

Present: John Schnebly, President
Al Martin
Kathleen Poole
Stephen Schutte
George Stone
Greg Snook

Board Absent: Ellie Doub
Katherine Oliver

Staff Present: Mary Baykan
Elizabeth Hulett
Sara McCall

Guests: Jennifer Raab, Bookmobile
Christine Grossman, Smithsburg Branch

The meeting was called to order at 12:05 PM by the President.

Minutes

The minutes of November 14, 2018 meeting of the Board were reviewed. Ms. Poole's motion to accept was seconded by Mr. Martin.

Director's Report

Senior staff have been spending time compiling the draft of the budget. The budget was submitted to the county in order to meet the submission deadline. If the board deems appropriate, the budget can be adjusted. The budget will be discussed later in the meeting.

Ms. Baykan noted cautious optimism regarding libraries in the budget. The state budget is currently in the governor's office. Libraries are scheduled for a per capita increase. The Legislature can cut the governor's budget.

Maryland Library Day is on February 5, 2019. WCFL will be participating in Maryland Library Day as well as having a display at the reception.

Ms. Baykan introduced two staff members, Jennifer Raab of bookmobile and Christine Grossman of the Smithsburg branch, who are currently enrolled in Library Assistant Training Institute (LATI), LATI is administrative certification process that is required by all Library Associates.

Ms. Baykan attended the Winter MACO. The primary discussion was on the Kirwan Commission and the list of recommendations. The Kirwan commission is a statewide commission looking at K-12 education and how to improve it. The commission listed recommendations for educational restrictions, benchmarks, operations, etc. without a funding source for the estimated cost of \$4.4 billion dollars. The recommendations would be prioritized and implemented in phases over a period of years.

A payment was made on the retainage for the Hancock branch, reducing the balance down to just over \$100,000. The county is overseeing the project and advising funding procedures. We will be notified when the damaged windows will be replaced.

We are in the process of installing and utilizing grant money for extra security cameras at the Boonsboro, Clear Spring, Smithsburg and Hancock branches. The cameras are tied to the system at the Fletcher allowing us to view the branches in real-time. The system retains approximately 50 days of footage. Security matters at the Fletcher will be discussed further with the budget requests.

Assistant Director's Report

Ms. O'Connell is not present for today's meeting. She is attending a Work Keys boot camp. The Library is a partner in the program. We anticipate becoming a testing site and a point of information dissemination for Work Keys. As a partner, Mr. Snook asked if we can use our website to advertise as a Work Keys testing site.

The Library formed a partnership with the Boys and Girls Club. The club brings its staff to the library for homework help, ad hoc programs and meals for the kids. The club is providing needed services for the children downtown.

The social worker intern returns in January. This program has been helping deal with many issues, including a suicidal young man.

Ms. O'Connell is working with the United Way in planning the next Longest Table.

National History day is at the Fletcher on March 6, 2019.

The Big Red Box is another grant funded program. Prepackaged curriculum in red boxes are for pre-K children in small daycare centers. The boxes have how to instructions for the providers and are intended to help prepare children for kindergarten. The program is part of the Ready by 5 initiative.

Associate Director, WMRL Report

WMRL has discretionary funds which are being spent down with grants to the three counties. WCFL is using these funds to reupholster the soft furnishings to vinyl at the Fletcher for hygiene issues, security cameras, early childhood materials, etc. Another county is use a grant for badly needed elevator repair.

Financial Statement

Mr. Martin reviewed both the WCFL Financial Statements as of November 30, 2018. Mr. Martin recommends we time in the spring to clear up some of the restricted and designed balances.

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

Mr. Stone moved the approval of WMRL financials and seconded by Mr. Snook.

Old Business

Hancock Update:

As discussed earlier, the building is awaiting notification of the replacement of the damaged windows.

New Business

Draft Budget:

The draft budget was due to the county by January 11, 2019. We were advised that the budget should be flat lined with budget increases are based on what is needed. Hancock is not slated for the CIP reimbursement until 2021 after project completion.

The Fiscal Year 2019 budget draft was presented. The board reviewed the draft budget focusing on the primary areas in need of increases including salaries/associated employer taxes, a full year of utilities for Hancock, and a full time head of security. The overall draft budget reflects a funding increase of approximately 3%.

The increase in salaries is based on the 2017 salary survey and a cost of living increase. The salary survey reflected staff were paid under market. The survey consultants recommended increasing salaries over multiple fiscal years. For fiscal year 2020, the salary survey recommended bringing all salary grades up by 5%. A cost of living increase of 2% for all staff is recommended. Staff would receive the greater of these two options depending on their current salary, with the ultimate goal bringing all pay grades/positions up to market rates.

The Maryland legislature is currently deliberating on a bill to increase minimum wage in Maryland to \$15.00 per hour. The minimum wage increase would be phased in over the multiple years. With this budget, our lowest pay range will be at \$13.00 per hour. When raising the one pay range, all other pay ranges will increase as well. This bill will affect all employers statewide.

In this budget, we propose a new position – Head of Security. As discussed in other meetings, we have a contract with the City of Hagerstown for uniformed police coverage. The contract is for officers to volunteer to work overtime through the City of Hagerstown. Unfortunately, we are not guaranteed coverage when requested and other businesses/organizations have the same need for uniformed police presence under contract. The City of Hagerstown Police Department has multiple vacancies reducing their ability to fulfill community needs.

In past years, programs and promotions were one of the first places to cut costs. Ms. Baykan stated it was time to begin increasing the program budget for teens, young adults and children.

Mr. Martin moved to approve the budget and Mr. Stone seconded the motion. The budget was approved by the board.

Board Comments

Ms. Pool thanked the staff for all the good work done at the Library.

Ms. Baykan asked board members to note upcoming dates on the bottom of the agenda:

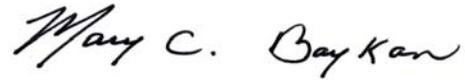
February 5, 2019 – Library Day in Annapolis
March 13, 2019 – Board Meeting

March 26, 2019 – Commissioners Luncheon
April 6, 2019 -- A Taste of Knowledge

The meeting adjourned at 1:42 PM.

The next regular meeting is scheduled for Wednesday, March 13, 2019 at 12:00 noon, Board Room, Administration Office, Alice Virginia & David W. Fletcher Branch.

Respectfully submitted,

A handwritten signature in black ink that reads "Mary C. Baykan". The signature is written in a cursive style with a large, stylized 'M' and 'B'.

MARY C. BAYKAN
Secretary