

MINUTES OF THE MEETING OF THE
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES
HELD IN THE BOARD ROOM,
ALICE VIRGINIA & DAVID W. FLETCHER BRANCH
July 17, 2019

Present: John Schnebly, President
Ellie Doub
Kimberly Halsey
Katherine Oliver
Kathleen Poole
Stephen Schutte
Greg Snook
George Stone

Board Absent: Al Martin

Staff Present: Mary Baykan
Kathleen O'Connell
Elizabeth Hulett
Sara McCall

The meeting was called to order at 12:03 PM by the President, Mr. Schnebly.

Minutes

The minutes of May 8, 2019 meeting of the Board were reviewed. Mr. Snook's motion to accept was seconded by Ms. Oliver.

Director's Report

Ms. Baykan and Ms. O'Connell met with the head of the Fletcher foundation, Bill Young, who presented a check for the final installment of the ten year Fletcher foundation pledge for the new central library.

The furniture reupholstering at the Fletcher is completed. This project was done through the State Enterprise Industries and grant funded by WMRL. We hope this will alleviate various health and safety issues. The board was encouraged to go upstairs and look at the furniture at your leisure.

The Capital Improvement Project (CIP) software has been uploaded and we have begun the process of setting up the capital replacement schedules and projected cost estimates for the five county owned library facilities. We will begin with Hancock since it is the newest branch with the current and timely cost estimates readily available. If necessary senior staff may recommend to the board approving an outside estimator to help with the older facilities.

After getting approval from the county, the last major payment was made to the contractor for the Hancock branch. There is still a small retainage of \$12,000 pending the last bits of business.

Security cameras have been installed in all of our larger branches and expanded at the Fletcher. We are in the process of working on a job description for a security supervisor and should be able to advertise for the position in the fall. It is important that the person in this position have the ability to work positively

with a diverse community and with children and young adults. They should have experience with community policing.

We were flat-lined by the county and will review the revised fiscal year 2020 budget for final board approval later in the meeting.

A significant amount of time was spent developing recruitment materials including a brochure and job announcement for Executive Director to replace the current director who will be retiring after 24 years.

Assistant Director's Report

When Ms. Baykan and Ms. O'Connell met with the head of the Fletcher, they discussed a meeting between library staff and Bester Community of Hope staff to work with area tweens. We hope to have training for staff on restorative justice and redirecting improper behavior.

As noted before, the library received a \$1,000 grant from Google for the Grow with Google project. At the kick-off event approximately 20 consortium students and the public attended. The Grow with Google lab is open every Tuesday.

Washington County Public School's Meal Machine provides free lunches to any child 18 years and younger Monday to Friday between 11:30 and 12:30 at the far end of the parking lot, near the Baltimore St. entrance of the large parking lot. Library staff are offering programming at the site at least twice a week.

Summer Reading club is in full swing and the Friends of the Library are holding the annual Summer Language Classes. Comic Con is scheduled for August 3, 2019.

The last Community Conversation was held in Boonsboro on May 23, 2019. Ms. Nadeau and the United Way team are gearing up for the 2nd Longest Table event to be held in Hagerstown in early September.

Associate Director, WMRL

The migration of Allegany County to Polaris is going well so far. They have had two meetings so far and want the transition completed by March, allowing Allegany County time to work with the system before everything is finalized.

Ms. Carroll migrated all three counties to a new meeting room and calendar software.

WMRL received a last minute grant for \$100,000 from the state. Ms. Hulett would like to use the funds towards the Polaris migration. Further details will determine how the funds are ultimately used.

WMRL is coordinating a separate \$100,000 grant for the prisons libraries. This grant reinstates funding for books in the correctional libraries. WMRL will purchase, process and ship the books to the various correctional facilities throughout the state.

Financial Statement

Draft copies of the June 30, 2019 financials were provided for board approval to release to the auditors. The June 30, 2019 financials reflect the operating budget.

Ms. Baykan reviewed the June 30 financials in Mr. Martin's absence.

The summary of the financial position reflects the following anticipated transactions and operating budget transfer:

\$ 299,415.13	rollover available on 6/30 Financial prior to audit adjustments
(\$ 70,000.00)	transfer to FY 2020 budget
<u>(\$ 24,827.79)</u>	unrealized gain/loss on investment (paper transaction)
\$ 204,587.34	projected final rollover to be transferred to 4003.1 Undesignated Operating after Audit

Ms. Poole moved to approve the financials subject to audit adjustments. Ms. Doub seconded and the motion was carried unanimously.

Old Business

Adoption of amended FY 2020 Operating Budget

We did not receive the increased requested from the county for Fiscal Year 2020. Ms. Baykan advised we did receive additional funding from the State per formulary.

The book budget was retained and a new budgetary line item was extrapolated for software and software licenses. These need to be tracked separately as technology costs increase.

Health Insurance costs went up this year, necessitating a budget increase.

Due to the new State Minimum Wage laws, we increased our starting base salary as of July 1, 2019. The budget proposes a 2% increase in overall salaries as of January 1, 2020. This is following what the county was going to do for their staff. Because of retirees the budget can absorb the 2% increase, allowing the current budget to work.

Public libraries received the scheduled formulary increase this year. Ms. Baykan cautioned the board to keep in mind for future budgets that the State is facing a budget deficiency at the end of FY 20, the Kerwin law needs funding and the minimum wage increasing to \$15 per hour by January 1, 2025.

For FY 20 budget, items were maneuvered without increasing the annual endowment draw. Mr. Martin and Ms. Baykan had discussed this as an optional budget funding source. The board may need to revisit for FY 21.

Ms. Pool moved to approve the budget with the proposed adjustments. Ms. Doub seconded the motion. The motion was unanimously carried by the board.

The WMPL FY 20 budget was available on the table for board members.

The Personnel committee advertised Ms. Baykan's position. Responses are due by August 1, 2019.

New Business

Personnel committee meeting after the board meeting adjourns.

Board Comments

Mr. Stone, Ms. Oliver, Ms. Doub and Ms. Poole thanked the staff for their hard work.

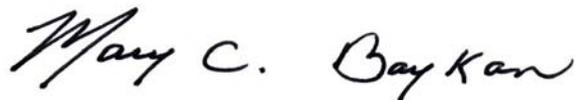
Ms. Halsey thanked the staff for their hard work and appreciates the new room reservation system as a great improvement.

Mr. Schutte feels the Google partnership is fantastic. Certifications are very important on resumes. This partnership is great for the big picture and good for the future.

Mr. Snook thanked everyone for a good year, good working relationships and appreciates all the hard work the staff has put in.

The meeting adjourned at 1:14 PM.

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