

MINUTES OF THE MEETING OF THE
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES
HELD IN THE BOARD ROOM,
ALICE VIRGINIA & DAVID W. FLETCHER BRANCH
March 14, 2018

Present: John Schnebly, President
Ellie Doub
Al Martin
Kathleen Poole
Greg Snook
Margaret Trader

Board Absent: Katherine Oliver
George Stone

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

The meeting was called to order at 12:00 p.m. by the President, Mr. Schnebly.

Ms. Baykan announced Mr. Brenden Fitzsimmons resigned from the board effective immediately. Mr. Fitzsimmons is working on his PHD and is stepping away from extracurricular activities. Mr. Schnebly will speak with Ms. Tara Sargent of Leadership Washington County for replacement candidates.

Minutes

The minutes of January 17, 2018 meeting of the Board were reviewed. Mr. Snook moved to accept, seconded by Mr. Martin and the minutes were unanimously accepted as presented.

Director's Report

Statewide, libraries are not due to be cut in the Budget Reconciliation Finance Act (BRFA). Libraries should be getting the expected increase. The end of the session is April 9, 2018.

The Annual "State of the Library" commissioners luncheon will be held on March 20, 2018 here at the Fletcher. The theme for this year is the Library's collaboration with local and state organizations. Board members who wish to attend should notify Sara.

The WCPS/WCFL student RAIL cards have really taken off. Interestingly, EBooks are very popular because the students have Ipads issued by the school system.

Thanks to a state grant and WMRL funding, we will be installing furniture and equipment for infants, preschoolers and their caregivers at our branches. Most of what was purchased includes manipulative toys that build cognitive and motor skills for early learners. Both the children and their care givers will be able to interact with the toys to do the work of childhood; to play. The First Stop Early Learning area in the Fletcher also received materials with funding from this grant. This area is regularly used, particularly around story hours and weekends.

Thanks to a grant from the Regional, we are replacing some of the carpet in our children's Early Learning Center area with more durable and sanitary flooring. The flooring, which will have a railroad track pattern running through it, will add a bit of whimsy and color to the area. The flooring will also designate the area as special. The old carpet tiles will be saved, cleaned and reused throughout the building as needed.

Maryland Library Day in Annapolis took place February 20, 2018. Ms. Baykan expressed appreciation for the turnout from the Western Maryland Area.

Mr. Snook updated the board regarding Williamsport. At this time, the Park Service is in discussions for purchasing the property. If the Library were involved with the project in the future, we would be a separate entity. The project is only in the discussion phase with the Park Service.

Assistant Director's Report

We participated in the Homeless Count Point in Time Survey on January 23, 2018 and collected 23 surveys.

The Longest Table community conversation event is ongoing with a number of agencies participating.

Mr. David Washington, our social worker in the library, conducted a group workshop in March and has scheduled another one in April. Mr. Washington reported that when he spoke with a group of community agencies they were impressed with our partnership.

Battle of the Books, had 22 teams this year.

Teen Idol Reboot had over 400 attendees at the final competition.

Ms. O'Connell reminded the Board that the Annual Fundraiser trivia contest is approaching on April 7, 2018.

Associate Director, WMRL

Ms. Hulett is anticipating a budget increase. The increase would cover costs associated with exploring options to change a part-time position of library assistant to a full-time position and to hire a Development Director/consultant for grant writing for the counties serviced by WMRL.

Ms. Hulett is facilitating the Learn Play Grow Center grant to purchase manipulatives for the all county library branches. Funds for this grant incorporated state funds and WMRL funds.

Financial Statement

Mr. Martin reviewed both the WCFL and WMRL Financial Statements of January 2018. Mr. Martin pointed out the endowment was at the highest ever.

WMRL financials reflect positively. A board member inquired about investing funds short term. Ms. Baykan stated WMRL funds are State funds and cannot be invested. Funds in the bank reflect quarterly payments from the State of Maryland and the high bank account balance due to a timing issue.

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

Old Business

Ms. Baykan attends the weekly Hancock progress meetings alternately with Ian Seibert. There are walls in place, however; construction isn't going as scheduled. The new expected completion date is October. Mr. Harry Reynolds is faithfully overseeing the project and is attending the weekly meetings. At this time, the Library has not had to use the endowment to fund Hancock. Reimbursement requests are promptly submitted and the state is processing the requests in a timely manner.

Board members received a letter from Mr. Jerome Want concerning his use of the library. Previously, Mr. Want had sued WCFL for harassment and lost. The board was also provided with a copy of the Herald Mail article dated February 8, 2018 concerning Mr. Want's activities with Montgomery County employees. Mrs. Baykan was able to settle the matter of Mr. Want's use of library computers without Board intervention.

Mrs. Baykan discussed security concerns at the Fletcher. Mr. John Matriano, the Washington County Attorney, and the police are aware of these security issues. Some problems stem from people being sentenced to Hagerstown for treatment. After treatment, they are left in Hagerstown, putting pressure on local facilities. The library budget request reflects an increase by adding a uniformed police presence. Ms. Baykan advised of two recent incidents requiring police intervention on library property.

New Business

Library systems are moving for title changes for the executive staff. Eight Maryland library systems have adopted the title changes from Director to Chief Executive Officer, Assistant

Director to Chief Operating Officer. With discussion, the board would like updated job descriptions with the associated titles, etc. for further review.

Ms. O'Connell provided customer service policies. Board requested the policies in electronic form with the changes highlighted to review prior to the next board meeting.

Executive Session

Please see separate notes from Executive Session.

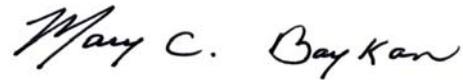
Board Comments

There were no comments from the board.

The meeting adjourned at 1:39 p.m.

The next regular meeting is scheduled for Wednesday, May 9, 2018 at 12:00 noon, Board Room, Administration Office, Alice Virginia & David W. Fletcher Branch.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary C. Baykan".

MARY C. BAYKAN
Secretary