

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 13, 2019

Present: John Schnebly, President
Ellie Doub
Al Martin
Kathleen Poole
Greg Snook
Katherine Oliver
Kimberly Halsey

Board Absent: Stephen Schutte
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.

The Board introduced themselves and welcomed Mrs. Kimberly Halsey as the newest Board member. Ms. Halsey fills the remaining term of Mrs. Trader.

Minutes

The minutes of January 16, 2019 meeting of the Board were reviewed. Ms. Oliver moved to accept, seconded by Mr. Martin and the minutes were unanimously accepted as presented.

Executive Director's Report

Statewide, there was no Budget Reconciliation Finance Act (BRFA); however, updated revenue projections are due out any day now. The two week federal government shut down has unofficial predictions of lost tax revenues for Maryland at several billion dollars. A loss will carry over into fiscal year 2020.

The Annual "State of the Library" commissioners luncheon will be held on March 26, 2019 here at the Fletcher. Board members who wish to attend should notify Sara.

Proctor and Gamble held a Job Fair in the large meeting room at the Fletcher. They accepted applications and held interviews for their new facility.

Congressman Trone held his first constituent meeting in Western Maryland here and sent, in return, a very complimentary letter acknowledging how well both he and his staff were treated.

We hosted the Chamber of Commerce BASH (Business and Social hour) featuring library technology. We demonstrated our Virtual Reality and 3D printing resources. Mr. Al Martin and Mr. Stephen Schutte

represented the board. Congratulations were given to Mr. Schutte and his company Sprint for winning a major Chamber award this year.

WMRL gave additional grants to all three library systems; the funds are being using to reupholster the soft furniture at the Fletcher and to upgrade our self-check-out systems.

The Hancock project is not closed as of yet. Items pending on the project are the window replacement, the berm and the water retention pond. The county will notify us when the project is closed out.

The Williamsport branch experienced a major fuel oil spill in the boiler room. The town has responded to the situation and provide some clean up; however, we anticipate additional clean up expenses ourselves. There are other age related issues at this facility. We have made a request to the county to put funding in for a new facility in the county's CIP for FY 22/23.

Director of Public Services Report

Mr. Winston from the Boys and Girls Club comes in on Monday and Tuesday evenings. The programs were revamped to meet the needs of the area children. Programs include homework help, Street Smarts training, feeding and relationship building. Initially there were 8 to 10 children attending per night, recently participation has increased to 15 to 16 children per evening.

Ms. Kate Dunn, the social work intern, has resumed her duties and has assisted the children's department staff in working with a family of five regularly using the Early Childhood Center.

The Long Table community conversation event was held at Smithsburg on February 23, 2019. The next lunch meetings are in Hancock and Clear Spring.

We are in partnership with the ongoing Works Keys efforts. Staff are working on a partnership with "Cisco Network Academy" and a Google program called "Grow with Google" to assist people in obtaining IT credentials. We are applying for a grant to cover the credential cost.

The 2020 Census has partnered with us for job fairs onsite to recruit employees. A representative from the library is going to be on the count committee for the City of Hagerstown and the county.

Associate Director, WMRL

Ms. Hulett signed the contract for the Human Resources audit. The audit is to verify that WMRL and the three county systems are in compliance with current HR laws and policies.

Financial Statement

Mr. Martin reviewed both the WCFL and WMRL Financial Statements of January 2019. Mr. Martin explained the internal controls and separation of duties with regards to the accountants, auditors and library staff.

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

Old Business

Hancock was addressed in the Executive Director's report.

New Business

Mr. Snook asked about the Library establishing a program to help patrons prepare for the new federal requirements for a Real ID.

Audit Bid:

Administrative staff requested Audit Bid Proposals. Two firms submitted proposals, Weyrich, Cronin & Sorra, LLC from Lutherville, MD and SEK & Co. from Hagerstown, MD. Both firms were researched and had excellent references. The SEK & Co. proposal was the lowest bid. The Finance committee reviewed the proposals and recommended the board accept the proposal from SEK & Co.

Mr. Martin moved to accept SEK & Co. as the audit firm and Ms. Doub seconded the motion. The motion passed unanimously.

Policy Updates:

Patron Photographs, Social Media, Public Photography policies were reviewed. Mr. Schnebly moved to accept the Social Media and Media/Public Relations policies with the addition of costs associated with filming and/or production may be passed on to the requesting organization. Ms. Oliver seconded the motion with unanimous approval. The Patron Photographs policy are to be reviewed by legal counsel.

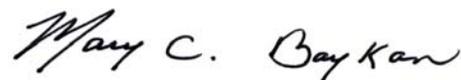
Board Comments

Thanks to staff and welcome Ms. Halsey.

The meeting adjourned at 1:25 PM

The next regular meeting is scheduled for Wednesday, May 8, 2019 at 12:00 noon, Board Room, Administration Office, Alice Virginia & David W. Fletcher Branch.

Respectfully submitted,



MARY C. BAYKAN
Secretary