MINUTES OF THE MEETING OF THE
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES
HELD IN THE BOARD ROOM,
ALICE VIRGINIA & DAVID W. FLETCHER BRANCH
May 8, 2019

Present:   John Schnebly, President
          Al Martin
          Katherine Oliver via Conference Call
          Kathleen Poole
          Stephen Schutte
          Kimberly Halsey

Board Absent: Ellie Doub
            Greg Snook
            George Stone

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

The meeting was called to order at 12:00 PM by the President, Mr. Schnebly. Ms. Oliver attended by conference call.

Minutes

A motion to approve the minutes of the March 13, 2019 meeting of the Board of Trustees was made by Mr. Martin; seconded by Ms. Poole and unanimously carried.

Director’s Report

Ms. Baykan thanked the board members who attended the annual luncheon with the County Commissioners. The library received positive feedback for its activities and accomplishments from the commissioners. The library budget for FY 2020 will be flat lined. This is the overall trend with the county budget this year. The county finances are at a structural deficit and the commissioners are discussing increasing taxes for the first time in 19 years.

Ms. Baykan and Mr. Martin will examine the FY 2020 budget and make adjustments for the next board meeting. According to the state funding formula, WCFL receives an increase in FY 2020. For FY 2021, the State Library will need to fight to maintain funding due to projected deficiencies in the state budget.

The Taste of Knowledge fundraiser netted close to $4,000. Volvo pledged to give us $5,000 for programming; $1,000 is designated towards the Children’s Summer Reading Club and the remaining $4,000 for the Grow with Google or Work Keys programs. A grant from WMRL allowed us to put security cameras in the branches, recover all the soft furniture in the Fletcher, and upgrade our self-checkout systems. We continue to do a steady passport business.
Hancock is almost completed with around $130,000 outstanding retainage, of which 70% will be reimbursed by the state.

We had a huge turnout at the Fletcher on April the 18th for congressman Trone’s community meeting on the Opioid crisis. Well over 200 people showed up including the Lt. Governor.

Ms. O’Connell and Ms. Hull are working on the Long Table program in the branches.

With sadness, we lost two champions of the library community with the deaths of Ms. Charlotte Seibert, former business manager, and House Speaker Michael Busch.

**Assistant Director’s Report**

Ms. O’Connell is trying to get a new social worker as our existing social worker intern, Ms. Kate Dunn, graduated.

This summer, the reference department is holding a summer film series on memoirs made into movies.

**Associate Director, WMRL**

Contracts were signed with Polaris to bring Allegany County into the Polaris consortium. WMRL expects to have this running by June 2020. This is at an additional cost of approximately $60,000.

The board briefly discussed the closing of the paper factory in Allegany County. Ms. Poole suggested County to County friendship extensions to help counties that are struggling. Mr. Schutte offered to extend training opportunities to the area through Sprint.

**Financial Statement**

Mr. Martin reviewed both the WCFL and WMRL financial statements of March 2019.

Mr. Schutte moved and Ms. Halsey seconded to accept the financial statements for audit. This motion was approved unanimously.

**Old Business**

Media Public Relations Policy Review

As previously discussed, Ms. O’Connell verified with legal counsel there is no expectation of privacy when in a library. Legal counsel advised the posting of a statement declaring that the library maintains security and surveillance equipment. Ms. Poole motioned to accept the policy as presented and seconded by Mr. Schutte. This motion was approved unanimously.
New Business

PlanIT, capital improvement software, has been purchased. This will allow staff to calculate cost projections for replacement and refurbishment of library equipment and facilities.

Board Comments

Ms. Poole expressed “Well done to staff.”

Mr. Martin is excited the state funding came through and agrees with how we are proceeding with the county’s response to our budget requests.

Ms. Oliver appreciated the proactive approach staff are taking on the budget.

Executive Session

Please see separate notes from Executive Session.

The next regular meeting is scheduled for Wednesday, July 17, 2019 at 12:00 noon, Board Room, Administrative Office, Alice Virginia & David W. Fletcher Branch.