

MINUTES OF THE MEETING OF THE
 WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES
 HELD IN THE BOARD ROOM,
 ALICE VIRGINIA & DAVID W. FLETCHER BRANCH
 September 11, 2019

Present: John Schnebly, President
 Kimberly Halsey
 Al Martin
 Katherine Oliver
 Kathleen Poole
 Stephen Schutte
 George Stone

Board Absent: Greg Snook
 Ellie Doub

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

Guest: Melissa Vinnick, Marshfield Associates
 Laura Herrera, RBC Wealth Mgmt.
 Terri Kreit, Smith Elliot Kearns

LATI Guests: David Slick
 Jerica Miller

This meeting was called to order at 12:00 PM by Mr. Schnebly.

Ms. Baykan introduced Mr. Slick and Ms. Miller as staff who are participating in the state Library Associate Training Institute program.

Ms. Melissa Vinick of Marshfield Associates presented the State of the Endowment for 2019.

Ms. Vinnick expressed the Marshfield discipline of value investing in companies with integrity and superior long-term management. She stated there were few adjustments to holdings and position changes and for the last 12 months, the Endowment portfolio was up 13%.

Ms. Vinick and Ms. Herrera left the meeting.

Terri Kreit, Smith Elliott Kearns & Co. was in attendance to present the 2019 financial audit.

Ms. Kreit stated she met earlier in the week with Mary, Kathleen, and Sara to preview the audit before presenting it to the board.

The following pages were pointed out in her review:

Page # 1—2	Independent Audit Report, Clear Opinion
Page # 3 – 11	Management Decision Analysis– what the future goals of the library are in upcoming years.
Page # 12	Statement of Net Position
Page # 13	Statement of Activities

Page # 14	No Allowances for pledges Healthy Balance Sheet
Page # 25 – 28	Cash and Investments
Page # 29	Capital Asset and Depreciation
Page # 30 – 33	Fund Balance Classifications
Page # 34 – 39	Retirement and Pension Plans
Page # 40	Note 12 – Description of the Hancock activities, what is going on and the future obligations associated with the project.
Page # 41 – 42	Fair Value Measurements
Page # 43 – 44	Budgetary Comparison Schedule for WCFL
Page # 45	WMRL – good with keeping within their budget
Page # 46 – 49	Additional Retirement System Requirements
Page # 50-51	Auditors Report on Internal Controls

Ms. Kreit highlighted page 12 pledges receivable of \$9,536 for the capital campaigns. Ms. Baykan noted we received another pledge payment after the audit date substantiating there were no pledge write-offs for the project. Page 13 shows building construction costs of \$835,810 for the Hancock branch.

Mr. Martin made the motion to accept the audit as presented and Ms. Poole seconded. The audited financial report was unanimously approved by the board.

Ms. Kreit left the meeting.

Minutes

The minutes of July 17, 2019 meeting of the Board were reviewed. Mr. Schnebly called for a motion to approve the minutes. Ms. Oliver motioned to approve and Ms. Poole seconded the motion. All approved the amended minutes.

Director's Report

Public libraries across the United States will be pivotal in helping citizens fill out and submit the 2020 census questionnaire. The bureau of the Census has announced that the primary conduit for reaching the public and submitting the questionnaire will be the internet. They will be encouraging people who don't have computer and Internet capability to go to their public library for help and access.

Since we were flat lined by the county, we only had the modest state increase to move around to fulfill expenses and give the staff a 2% cost of living raise that will start in January 2020. Concerns were noted regarding the Kirwan Commission's impact on state funding for future years.

It was reported that there is still the final \$12,000 retainage remaining to pay the contractor on the Hancock branch. We are waiting for the county to approve final payment and there are a few outstanding issues to be resolved. Regardless, WCFL paid out of pocket expenses around \$462,000 for the Hancock project. The endowment was not touched for this project.

Thanks to a grant received from the Regional, WCFL was able to purchase new self-checkout machines to replace problematic ones at the Fletcher and, for the first time, to have new self-checkout machines installed at the Boonsboro, Smithsburg and Williamsport Branches.

Thanks to a grant we received from the State Library Agency, we were able to purchase a portable demonstration kitchen. The demonstration kitchen will be used for both adult and teen programming and will provide the ability to teach nutrition and financial literacy classes as they relate to food, health and budgeting.

Assistant Director

The Meal Machine program at the Fletcher ended August 23, 2019. It was very successful with over 20 children plus parents every day. Staff throughout WCFL provided programming to those attending. The school system is interested in coming again next year and possibly feeding the parents as well.

Garfield Cyber security software is a product provided by a grant from the State Library, and is on the computers in the children's department and shortly will be on all the branch computers. It teaches children from early elementary to middle school about the dangers of online bullying, privacy and social medial. Ms. Kate McDaniel will present the curriculum in person at Bester School.

Ms. O'Connell is working with Child Protective Services (CPS) to provide informational training to staff in the near future.

Associate Director, WMRL

The migration of the Allegany County Library System to the Polaris ILS is going better than expected. WMRL staff is very optimistic about the transition at this time.

Financials

Mr. Stone moved to accept the July 31, 2019 financials and Ms. Oliver seconded.

Old Business

Progress on the Hancock project was covered in the Director's Report.

New Business

Board and Holiday Schedules

Mr. Martin moved to approve the 2020 Board schedule; Ms. Oliver seconded and it was approved unanimously.

Staff Holiday Schedule, 2020 was approved with the adjustment of corrected Easter holiday (April 10, 2020). Ms. Poole moved to approve the schedule with a second by Ms. Oliver's and the board unanimously voted to approve the motion.

Mr. Schnebly requested a list of candidates to replace Board Vacancies for January 2020.

Board comments

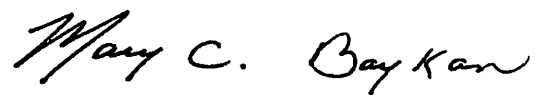
Board members echoed the accolades to Ms. Baykan for her years of service to WCFL, WMRL and Washington County.

Board adjourned to Executive Session.

The next meeting of the board of trustees is scheduled for Wednesday, November 13, 2019 at 12:00 noon.

The meeting adjourned at 1:25 PM by consensus.

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