

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 12, 2018

Present: John Schnebly, President
Katherine Oliver
Al Martin
Greg Snook
Margaret Trader
Kathleen Poole

Board Absent: George Stone
Ellie Doubs

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

Guest: Terri Kreit, Smith Elliot Kearns

This meeting was called to order at 12:09 PM by Mr. Schnebly.

Terri Kreit, Smith Elliott Kearns & Co. was in attendance to present the 2018 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 – 10	Management Decision Analysis– what the future goals of the library are in upcoming years.
Page # 11	Statement of Net Position
Page # 12	Statement of Activities
Page # 13	No Allowances for pledges Healthy Balance Sheet
Page # 24 – 27	Cash and Investments
Page # 29	Capital Asset and Depreciation
Page # 29 – 32	Fund Balance Classifications
Page # 33 – 38	Retirement and Pension Plans
Page # 39	Note 12 – Description of the Hancock activities, what is going on and the future obligations associated with the project.
Page # 40 – 41	Fair Value Measurements
Page # 42 – 43	Budgetary Comparison Schedule for WCFL
Page # 44	WMRL – good with keeping within their budget
Page # 45 – 47	Additional Retirement System Requirements
Page # 48	Auditors Report on Internal Controls
Page # 50	Recognition of Equipment Paid by Others

Ms. Kreit highlighted page 12 showing the \$1.5 million increase under program expenses for building and construction costs of the Hancock project.

At the auditor's recommendation, management set up a tracking system for each individual grant awarded to the library.

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

Minutes

The minutes of July 18, 2018 meeting of the Board were reviewed. Mr. Martin moved to approve the minutes with changes recommended by Ms. Trader. Mr. Snook seconded the motion. All approved the amended minutes.

Director's Report

Ms. Baykan attended the progress meeting for the Hancock project. At this time, the project is on track for ribbon cutting on October 30, 2018. Turnover of the building to the Library is anticipated for October 4, 2018. Shelving and furniture is scheduled for arrival starting October 15, 2018. The collection is scheduled to move on October 24, 2018.

The Library system is on track for state funding increases. Concerns were noted regarding the Kirwan Commission's impact on state funding.

The Library is in partnership with the local government and non-profits to "Go Purple" to fight the opioid crisis. Staff were provided with t-shirts to wear on Fridays in September to support the movement.

The Library partnered with the Commission on Aging to provide a program explaining Medicare Part D because of the discontinuation of prescription drug coverage for State Retiree employees. Almost 200 attended the program.

Please put October 26, 2018 on your calendars to celebrate the 50th Anniversary of the Western Maryland Room's founding and the 50th Anniversary of Mr. John Frye with Washington County Free Library. Mr. Frye specified the celebration be about the Western Maryland Room.

Assistant Director

Ms. O'Connell reported that we received a grant for \$7,000 to purchase books and manipulatives for distribution to daycare facilities throughout the county. The materials are maintained in totes which will be on loan to the daycare for one month at a time.

The Fletcher participated in a fire drill facilitated by the local fire chief. The drill was successful providing staff with familiarization with an emergency situation.

Ms. O'Connell is preparing pest control and active shooter training.

Passport services are consistent with the Post Office referring people to us for processing.

Associate Director, WMRL

Ms. Jodi Akers will become the new Staff Development Coordinator on September 28, 2018. Ms. Akers will work with Ms. Ware for a few days.

Financials

Mr. Snook moved to accept the July 31, 2018 financials and Ms. Oliver seconded.

Old Business

Hancock was covered in the Director's Report.

New Business

Board and Holiday Schedules

Mr. Schnebly asked for approval of the Board and Staff Holiday Schedule, 2019. Mr. Martin moved to approve the schedules; Ms. Trader seconded and unanimously carried to accept.

Mr. Stephen Schutte's information was presented to the board for appointment consideration to fill the unexpired term of Mr. Fitzsimmons. Mr. Snook moved to approve and Ms. Oliver seconded the motion with unanimous approval.

Board comments

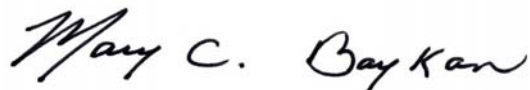
Ms. Trader and Ms. Oliver complimented staff on another successful audit. Both are appreciative of the programming provided by the Library.

Mr. Martin also complimented staff on the successful audit and his pleasure in seeing Hancock coming together.

The next meeting of the board of trustees is scheduled for Wednesday, November 14, 2018 at 12:00 noon.

The meeting adjourned at 1:43 PM by consensus.

Respectfully submitted,

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

MARY C. BAYKAN
Secretary