

MINUTES OF THE MEETING OF THE
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES
HELD IN PERSON AT THE SMITHSBURG LIBRARY
May 14, 2025

Present:	Stephen Schutte, President Laurie Bender Kathy Oliver Kendra Stauch (via Teams) Kathy Poole Aaron Peteranacz	Emeritus:	Al Martin
		Absent:	Kristine McGee Kathy Kerns

Staff Present: Jenny Bakos
Kathleen O'Connell
Sara Baker
Laura Zeigler
Jennifer Keysor
Elizabeth Hulett

The meeting was called to order at 12:05 PM by Ms. Bender, the Board Treasurer.

Public Comment

No public comment

Board Correspondence

Ms. Bakos presented three letters to the Board from various entities: a "Thank You" letter from the City of Hagerstown expressing appreciation for the telehealth booth; a letter from a staff member thanking the Board for their retirement gift; and a note from the President of the Maryland Senate, thanking the Board for the pies received on "Pie Day."

Minutes

The minutes of the March 12th, 2025, Board meeting were reviewed. Ms. Bender moved to approve the minutes with a second by Mr. Peteranecz, with a unanimous vote.

Executive Director's Report

Ms. Bakos noted her report was inclusive of all activities.

Director of Public Services Report

Ms. O'Connell stated her report was inclusive of all activities.

Director of Operations

Ms. Keysor's report was inclusive of all activities. It was noted to the Board that the library does not have an ETA for passport recertification. The staff have submitted their paperwork to the State Department entirely for recertification, but as of May 14, had not been given a date.

Director of Western Maryland Regional Library

Ms. Hulett's report was inclusive of all activities.

Financial Statement

Ms. Baker presented the March/April 2025 financial statements for WCFL and WMRL.

Ms. Bender moved to approve the March and April 2025 financial statements for WCFL and WMRL for audit, and Ms. Oliver seconded the motion with unanimous approval.

Executive Session

Mr. Schutte requested, per course, that the Board enter an Executive Session. Mr. Schutte moved to order the Executive Session with the board, with a second from Ms. Oliver. Library staff excluding Ms. Bakos, Ms. Baker and Ms. Zeigler were excused. The Executive Session began at 12:29pm, and ended at 12:48pm, and staff were asked back to the meeting.

Personnel and Policy Committee Update

Executive Director's evaluation process will begin in July 2025.

Old Business

Williamsport Construction Update – Staff are working towards application with the state for FY 2027 with Williamsport design. Also, Kathleen O'Connell and Jennifer Keysor are going in front of the Board of County Commissioners next week in Ms. Bakos' absence to seek the commitment letter for FY2027.

New Business

Prior to the meeting, the annual 990 was presented to the trustees for review. Ms. Bender asked if there were any questions about the documentation. With no questions, Mr. Schutte made the motion to approve as presented. Ms. Oliver seconded the motion with unanimous approval.

The meeting adjourned at 1:12pm. Mr. Schutte moved to approve, and Ms. Oliver seconded with unanimous approval.

Respectfully submitted,
Jenny L. Bakos
Secretary