

MINUTES OF THE MEETING OF THE
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES
HELD IN THE BOARD ROOM,
ALICE VIRGINIA & DAVID W. FLETCHER BRANCH
January 17, 2018

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

Board Absent: Ellie Doub
Brendan Fitzsimmons

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

Guests: Katelyn Morey, Fletcher, Reference Department
Monica Spilis, Williamsport, Children's Department
Pamela Mann, Hancock, Branch Manager
Rachel Hardy, Boonsboro

The meeting was called to order at 12:01 p.m. by the President, Mr. Schnebly.

Ms. Baykan had our guests introduce themselves and where they work within our facilities. These staff are currently enrolled in Library Assistant Training Institute required, a certification process required by the state for all of our Library Associates.

Minutes

The minutes November 8, 2017 were approved with the correction that it was Ms. Oliver moved to approve the financial statements, not Ms. Poole. Ms. Trader moved to approve the minutes with the stated correction, seconded by Mr. Stone and unanimously carried.

Director's Report

Senior staff has been spending time compiling the draft of the budget. The budget will be discussed later in the meeting.

The summary of the governor's budget was released earlier today. Ms. Baykan noted cautious optimism regarding Libraries in the budget. The proposed governor's budget reflected a slight increase in funding for Libraries. The Legislature can cut the governor's budget.

Ms. Baykan brought House Bill 136 to the board's attention. The bill is in response to circumstances within St. Mary's County public library. Enactment of the bill would change the process by which St. Mary's County Board of Library Trustees are appointed.

The Hancock construction continues to moving along. Weather is a challenge, however; the slab is scheduled to be poured this week. Former board president, Mr. Harry Reynolds has been at every construction meeting for Hancock. The board recognized the generosity of Mr. Reynolds time, expertise and assistance in the construction process. The current building incurs multiple problems on a regular basis. The branch has closed at times due to the cold weather when the existing heating/cooling system not work properly.

Ms. Baykan regrettably reported Mr. Spence Perry, a former board member, passed away.

Maryland Library Day is on February 20, 2018. WCFL will be participating in Maryland Library Day; as well as, having a display at the reception.

Assistant Director's Report

Ms. O'Connell reported a social worker, Mr. David Washington, starts on January 29, 2018. Washington County Health Department funded the collaboration through the Harm Reduction Grant. Mr. Washington provides four hours per week to WCFL. Flyers for groups and meetings have been posted around the Fletcher facility. Mr. Washington intends to circulate through the building inviting patrons to discuss available services. Other libraries found success with social workers, especially with the disassociated youth (ages 18- 25).

The Longest Table is ongoing with a number of agencies.

The Point in Time Survey of the homeless takes place next week. We are participating again this year.

Battle of the Books final round takes place on March 10, 2018.

Associate Director, WMRL

Ms. Rachel Babylon started with WMRL as a part-time employee for processing, ILL and data entry.

Garrett County has a new website.

The Tri-County Summit team has been planning for November's meeting.

WMRL now offers HOOPLA as a new service. The program charges WMRL per circulation for streaming movies, TV shows and audio books. Maintaining conservative cost standing, patrons are limited to four items per month. In contrast, Eastern Shore spends over \$80,000 annually for the HOOPLA service.

Financial Statement

Mr. Martin reviewed both the WCFL and WMRL Financial Statements of December 31, 2017. We have cash flow projections for the Hancock branch.

A question arose regarding the "negative" amount on some bank accounts. Mr. Martin explained the basics of the investment sweep accounts and how they are linked within the bank and how the accounts are related on the financial statements. A recent renegotiation with our bank reflects lower bank fees and product adjustment on the sweep accounts. The renegotiation proved to benefit the library.

Mr. Martin advised there was another good investment year with the endowment fund balance up.

WMRL is financially stable.

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

Old Business

The Hancock Endowment and the Richard Lee Downey Foundation each donated \$1,000 to the new Hancock Library.

Mr. Stanley Fulton, a former Hancock resident, passed away.

The annual fundraiser “A Taste of Knowledge” takes place on April 7, 2018 to kick off National Library week. The Blue Goose in Hancock donated a “Pie a month” for the silent auction.

New Business

Draft Budget

The draft budget is due to the county by January 18, 2018. Concerns were discussed about the county budget when the county does not have a CFO at the moment. Hancock is not slated for the CIP reimbursement until 2021, after project completion.

The Fiscal Year 2018 budget draft was presented. From the release of the Governor’s Budget earlier today, the state should increase funding by \$35,000. If awarded more, the funds will be used for building Hancock.

The board reviewed the draft budget by line item reflecting the primary areas requesting increases are for salaries/associated employer taxes, service contracts, estimated insurance increases, programs/promotions, supplies and Hancock utilities. The overall draft budget reflects a funding increase around 3%.

The increase in salaries is based on the salary survey and a cost of living increase. The salary survey reflected staff were paid under market. The survey consultants recommended increasing salaries over multiple fiscal years. In Fiscal year 2019, the salary survey recommended bringing all salary grades up by 5%. A cost of living increase of 2% for all staff is recommended. Staff would receive the greater of these two options depending on their current salary, working towards bringing all pay grades/positions up to market rates. Increase in insurance benefits is only an estimation, the county will present insurance costs in May. We should know around May if the county attempts to increase health insurance premiums.

Additional service contract costs are primarily for the Uniformed Police Presence, regular contract cost increases and a service contract for the parking gates. The uniformed police presence was a new service contract budgeted at \$40,000. The city police officers work voluntary overtime through the city of Hagerstown. Ms. Baykan stated most urban libraries have one or two uniformed police officers. Ms. Trader agreed that security and safety are a necessity for the safety of our staff and patrons.

In past years, programs and promotions were one of the first places to cut costs. Ms. Baykan stated it was time to begin increasing the program budget.

Staff have scrutinized the cost of office supplies. The greatest cost comes from toner cartridges. We have been ordering from the lowest cost provider possible for office supplies, however; we had to adjust for cost increases.

In Fiscal Year 2019, the new equipment budget includes adding security cameras around the branches. The security cameras can help with some of the “false” alarm calls due to weather and other elements.

Mr. Martin stated these are very modest inflationary requests.

Mr. Snook moved to accept the draft budget as presented. It was seconded by Ms. Oliver and unanimously carried by the board.

Personnel Committee

Mr. Schnebly reported the Personnel Committee met last week to discuss the annual review of the director. The board will use the same form as before. Mr. Schnebly asked Ms. McCall to send out the form electronically via Word document with Mr. Schnebly’s email address. Mr. Schnebly asked to have the form back to him by Thursday, February 1, 2018 to allow time for the personnel committee to meet and have comments and approval for the March 2018 board meeting.

Board Comments

Glad LATI students could attend the meeting.

Several board members appreciate the transparency on the Budget process and rationale behind the decisions.

Ms. Baykan asked board members to note upcoming dates on the bottom of the agenda:

February 20, 2018 – Library Day in Annapolis

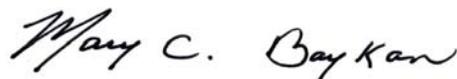
March 14, 2018 – Board Meeting

March 20, 2018 – Commissioner’s Luncheon

The meeting adjourned at 1:39 p.m.

The next regular meeting is scheduled for Wednesday, March 14, 2018 at 12:00 noon, Board Room, Administration Office, Alice Virginia & David W. Fletcher Branch.

Respectfully submitted,



MARY C. BAYKAN
Secretary