

MINUTES OF THE MEETING OF THE
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES
HELD IN THE BOARD ROOM,
ALICE VIRGINIA & DAVID W. FLETCHER BRANCH
July 18, 2018

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

Board Absent: Kathleen Poole

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

Guests: Melissa Vinick, Marshfield Associates
Teddy Batson, Marshfield Associates Intern
John Hershey, RBC Wealth Management

The meeting was called to order at 11:57 PM by the President, Mr. Schnebly.

Ms. Melissa Vinick of Marshfield Associates presented the State of the Endowment for 2018.

Ms. Vinick stated there were few adjustments to holdings and position changes. The portfolio did very well in 2018 and as a whole, again outperformed the S&P 500. Portfolio movement within the past year occurred from the equity adjustment of up to 65% from 50% and adjustment for fixed funds down to 35% from 50%. Marshfield Associates made the equity adjustments taking extra care on the bonds by watching them closely to "naturally" move the exposure.

Mr. Snook asked if quarterly reports were provided. Ms. Vinick advised a semi-annual newsletter is provided. Ms. McCall will provide email information to send the board members a copy of the newsletter.

Ms. Vinick, Mr. Batson and Mr. Hershey left the meeting at 12:23 PM.

Minutes

The minutes of May 9, 2018 meeting of the Board were reviewed. Mr. Martin's motion to accept was seconded by Ms. Trader.

Director's Report

Draft copies of the June 30, 2018 financials were provided for board approval to release to the auditors. The June 30, 2018 financials are primarily the operating budget.

Hancock is on track for completion for early October. We are currently looking at the first week of November for the ribbon cutting. It has been pointed out elections are the second week of November and incumbent officials may like to participate in the ribbon cutting. We want to recognize supporters of this project. Current change orders are around \$10,000.

School is out and we have an influx of children in the library. It has been helpful to have extra security provided through the Hagerstown Police Department.

The front page of The Herald Mail featured our program "The LONGEST Table." The program Ms. Baykan noted this was one of the best events we have had. It featured tables down the center of S. Potomac St with table runners with questions to stimulate conversations about community strengths, points for improvement and how to implement the improvements. Volunteers took notes from the conversations and a summary of the discussions are in process; however, the consistent statement so far has been we need more activities for children in the downtown area. Most of the youth based groups, programs and activities are outside downtown. We anticipate having a summary of the conversations available at the next board meeting. The program was a partnership with the United Way and the City, supported by sponsors and funded additionally by a state grant.

Assistant Director's Report

Ms. O'Connell met with Ms. Addie Nardie, CEO/Executive Director at Boys and Girls Club of Washington County, MD. The meeting discussion focused on having the Boys and Girls Club come to the Library and provide programming as early as September 2018. The programming will target problem issues with youth in the downtown area and hopefully resolve some of the outstanding youth issues in the Library.

We have begun to schedule training for Pest Management and control, Active Shooter and are participating in the Opioid crisis education efforts with the *Washington Goes Purple* campaign.

Ms. O'Connell and Ms. Baykan meet with the Gaming Commission on July 19, 2018. We hope to get more funds for Hancock.

Associate Director, WMRL

Ms. Hulett attended the ALA conference where WMRL received a check for \$3,500 from the ALA Staff Development day award.

Ms. Kate Ware resigned her position with WMRL. Prior to leaving, Ms. Ware anticipates finalization for most of the plans for the Tri-County Summit scheduled for November 2018.

The Fiscal Year 2018 statistics reflect that physical material circulation is trending downward and electronic services circulation is up. Instant checkout with Hoopla is a very popular service. Currently patrons are limited to five items per month. To stay within budget, daily limits may be instituted.

Financial Statement

The May 31, 2018 WMRL statement reflects positively. The June 30, 2018 statement reflects differently due to bills coming in, etc. for the year. Cash in Bank is healthy; however, this is state money and the funds are not allowed to be invested. As the funds build, Ms. Hulett spends the funds down on projects. Regional libraries were founded to provide equity/resources to poor rural communities by offsetting

services otherwise unavailable to the communities they serve. Regional libraries are a great asset that set Maryland apart from other states.

WCFL's June 30, 2018 draft financials are essentially the operating financials and are in good shape. Being the final statement for the fiscal year, the Board was reminded that the unexpended balance would not all be available.

\$308,447.96	rollover available on 6/30 Financial prior to audit adjustments
(\$ 70,000.00)	transfer to FY 2019 budget
<u>(\$ 78,000.00)</u>	estimated additional payouts/accounts payable
\$160,447.96	projected final rollover to be transferred to 4003.1 Undesignated Operating after Audit

Per board discussion, the title of "Telephone" to "Communication" costs on the financial statements for the branches was changed request this account reflects various communication costs.

Mr. Al Martin moved to approve the financials subject to audit adjustments. Ms. Katherine Oliver seconded and the motion was carried unanimously.

Mr. Martin expressed that Ms. Baykan, Ms. Hulett, Ms. O'Connell and Ms. McCall are doing a good job managing operating funds.

Old Business

Adoption of FY 2019 Operating Budget – There were a minimal number of adjustments to the operating budget. We did not receive the full amount requested from the county; however, we did receive a significant amount that covered much of our request. Most of the adjustments were made to move amounts within funds.

Mr. Greg Snook moved to approve the budget with the proposed adjustments. Ms. Margaret Trader seconded the motion. The motion was unanimously carried by the board.

Policies – Copies of policies reviewed by management were sent to the board via email for the board to review prior to the meeting. Adjustments and changes were identified in red.

Ms. Katherine Olive moved to approve the policies and changes as presented. Ms. Ellie Doub seconded the motion. The board unanimously carried the motion.

New Business

Ms. Baykan, Ms. O'Connell and Ms. Hulett attended MAPLA meeting yesterday. The state is requiring all libraries recommit the State Library borrowing agreements. The agreements allow Maryland residents to use any library in the state with their local library card and encompasses the Inter Library Lending (ILL) which allows borrowing throughout the state. Both agreements have been in effect for 50+ years; periodically libraries are asked to re-commit. The last agreement was signed about 10 years ago. Ms. Ellie Doub motioned to approve the agreements. Mr. George Stone seconded the motion and the board unanimously carried the motion.

Board Comments

Ms. Katherine Oliver, Ms. Ellie Doub, Mr. Al Martin and Mr. Greg Snook all congratulated the staff on the finances and is glad the finances are in good shape.

The members of the board were presented with the book “Library on Wheels” written about the first bookmobile and Ms. Mary Titcomb.

The meeting adjourned at 1:43 PM.