

Board members in **Attendance** were Christian Mash, Fred Fox via Teams, Tina Buckel, Alison Rudy-Sweitzer, Karen Malecki, Clint Bradley via Teams, and Nancy Brady. Staff members present were Thomas Vose, Library Director via Teams; Nicole McCullough, Executive Assistant; Kim Lishia, Grantsville Branch Manager; and Ryan Williams, Grantsville Children's Specialist.

Christian Mash called the **Meeting to Order** at 4:01 pm.

The Trustees reviewed the **Meeting Minutes** from the April 10<sup>th</sup> meeting. Alison moved to approve the minutes, seconded by Karen. The motion passed unanimously.

The Trustees reviewed the **Financial Statements** for the period ending April 2025. With no questions or discussion, Tina moved to accept the statements, seconded by Karen. The motion passed unanimously, and the statements were filed.

The **Director's Report** was reviewed. Thomas reported on his recent community outreach efforts, which included a highly successful National Library Week featuring numerous activities. He also visited Swan Meadow School to discuss library resources and public speaking, and he announced the resurgence of the Western Maryland Literacy Council. Additionally, Thomas participated in an affordable housing forum. Regarding library initiatives, Thomas noted that the Friends of the Library approved scholarships for two Northern High School students. He also reported the conclusion of the Chromebook giveaway partnership with Garrett County Government, which successfully distributed over 1,500 computers. Thomas informed the board that the Washington County Free Library will implement a six-month wait policy on new items, effective July 1st, 2025, in an effort to boost local circulation. All branches reported active months with a high volume of programs and activities. Kim reported a record turnout of 205 people at the Mobile Food Bank and 135 children participated in the Spring Scavenger Hunt. Ryan reported that 50 mothers attended the Judy Center Baby Shower, where the library raffled off a set of bookshelves. Ryan and Kim also attended the Prevention Fair at Grantsville School, distributing free books to children. Ryan expressed enthusiasm for upcoming programs, including a "Mini and Me" movement series with Jitterbug Dance Studio and an interactive Celtic Harp presentation. Thomas mentioned that a federal court has temporarily halted the dismantling of the Institute of Museum and Library Services (IMLS), and reimbursements for Library Services and Technology Act (LSTA) grants are currently proceeding as intended. Fred Fox reminded everyone that the Celtic Festival is approaching on June 7th, 2025, and Thomas confirmed the library's continued participation.

**Old Business** was discussed:

- *Planned Giving Committee*- The Planned Giving Committee recently met, and Christian reported that Thomas presented information and bylaws from the Friends Foundation in Cecil County, intending to replicate their successful foundation model. He noted that a main talking point was to determine the ideal number of board members.
- *Friendsville Updates*- Thomas provided an update on the Friendsville construction project. He noted that he will be attending the upcoming Friendsville Town Council meeting specifically to address concerns raised in a letter from a resident. This resident expressed concerns regarding parking, safety, and the residential impact of the parking lot once the new branch is completed. Our current stance is that it is quite late in the construction process to implement major changes, and our control over the public road is limited.
- *Secretary and Treasurer positions*- Christian reported that Tina's term will conclude in December. In anticipation of this, there was discussion regarding Karen stepping into the Treasurer position. Tina then made a motion to nominate Karen Malecki as Treasurer of the Board, effective January 2026. Alison seconded the motion, and it passed unanimously. Christian also noted a vacancy in the Secretary position due to Linda's resignation from the Board. Alison volunteered to assume this role. Nancy subsequently made a motion to nominate Alison as Secretary of the Board, effective today, May 8, 2025. Karen seconded the motion, and it passed without objection.

**New Business** was discussed:

- *Auditor*- Thomas reported that WMRL (Western Maryland Regional Library) is currently soliciting bids for auditing services. A decision on the selection is expected at their next meeting. While SEK and Zelenkofske Axelrod, LLC. also submitted bids, Thomas indicated that SB & Co from Owings Mills is the likely selection.
- *Pensions*- Thomas provided an update on teacher pensions, explaining that portions are now being redirected back to the counties for schools and community colleges to cover. However, he clarified that this change does not impact library employees, as the state continues to cover all pension costs for us.
- *Policy #104-Privacy*- Thomas presented a proposed amendment to the library's privacy policy. The proposed change adds the line: "Personal information and mobile numbers collected through opt-in will not be shared, sold, or rented to third parties for marketing purposes." This amendment formalizes the library's existing practice. Tina made a motion to accept the amendment to the policy, which Karen seconded. The motion passed unanimously.
- *Main Library Roof*- Past discussions have focused on the need to update the roof at the Oakland branch, as it's nearing the end of its projected lifespan. To proactively address this before any serious issues arise, Thomas has identified that funds from WMRL's unrestricted surplus could be utilized for the replacement. Thomas reported that Jason King from the county facilities department assessed the roof and advised that now would be a good time to proceed with the replacement, given the availability of funds. Fred then made a motion to issue an RFP (Request for Proposals) to solicit bids from roofing contractors. The motion was seconded by Clint and passed unanimously.
- *Projector*- Nicole advised that WMRL had available audiovisual funds. She identified a need to replace the projector currently available for patron checkout. Thomas then presented a replacement model priced at \$1999.00. Nancy made a motion to purchase the projector, which Karen seconded. The motion passed without objection.
- *First United Collateral*- Alison informed the Board that, to protect public funds, First United Bank and Trust requires collateral for amounts exceeding \$250,000. In light of the new account established for the Friendsville construction project, the library is providing a pledge for collateral. Nicole confirmed she would prepare the signed letter on library letterhead and submit it to the bank.
- *3D Printer*- Thomas presented a quote for a new 3D printer, to be purchased with capital funds, to replace the current one at the Oakland Library, which is aging and frequently experiences operating issues. The model Thomas suggested is the Prusa Core One, priced at \$1199.00. Tina made a motion to purchase the Prusa Core One 3D printer using capital IT funds. The motion was seconded by Karen and passed unanimously.

**Other Business** was discussed:

- *Firewall*- Thomas mentioned an upcoming firewall purchase, which will utilize capital IT funds. He plans to present three quotes for this at the next Board meeting.
- *Gardening Tools*- Ashley Bodkins from the Extension Office has expressed interest in supplying gardening tools for patron checkout at the Accident Branch. We will be investigating this potential endeavor further.
- *MFS Fund*- Nicole presented a letter from MFS Funds that requested a Board response. The Board decided to forgo a response, determining the request was not of sufficient importance to warrant one.

The next regularly scheduled meeting will be held on Thursday, June 12<sup>th</sup>, 2025 at 4:00pm at the Oakland Branch.

Karen made a motion to **Adjourn the Regular Meeting** at 4:50pm, seconded by Tina. The motion carried.

Minutes taken and respectfully submitted by Nicole McCullough.