

Board members in **Attendance** were Christian Mash, Fred Fox, Tina Buckel, Karen Malecki, all via Teams, and Clint Bradley and Nancy Brady in person. Staff members present were Thomas Vose, Library Director; Nicole McCullough, Executive Assistant; Diane Kisner, Kitzmiller Branch Manager; and Blair Pike, Library Associate (via Teams).

Clint called the **Meeting to Order** at 4:05 pm.

The Trustees reviewed the **Meeting Minutes** from the July 10 meeting and noted the cancellation of the August 14 meeting due to the Oakland Library flooding. Karen moved to approve the minutes, seconded by Christian. The motion passed unanimously.

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

The **Director's Report** was reviewed. The Director's Report highlighted an active and productive month for the library system, maintaining a strong focus on community engagement and successful programming. Thomas led the report, detailing his extensive community outreach efforts. His activities included attending meetings as Secretary for the Grantsville Lions and participating in a school supplies drive at the Accident Dollar General to collect donations for northern Garrett County schools. He also attended a Health Planning Council meeting to receive agency updates and assisted with planning the Garrett Institute for Lifelong Learning's winter slate of classes, with the goal of involving the Library in several activities. Planning continues for the Battle of the Books event for the 2025-26 school year. Southern High School has shown interest and the planning team notes strong participation from Allegany County schools. Thomas assisted in developing the Maryland Libraries booth for the Maryland Association of Counties (MACO) conference in Ocean City, which secured third place with its "Batcave" theme. The Library's audit process is nearing completion, pending only a few outstanding documents from the Maryland State Retirement Agency. All branches reported a high volume of successful programs and activities. Diane from the Kitzmiller Branch announced that the library participated in the Back to School Block Party on Friday, August 22, with 85 people visiting its table for information, crafts, and free giveaways. August's passive programs saw 156 participants. The Learning Beyond the Classroom Bus will visit Kitzmiller on Wednesday, September 24, where the Library will host a table with crafts and information. The Community Garden had a successful growing season in Kitzmiller, with lots of vegetables being picked and distributed. A follow-up Seed to Supper program is scheduled for Monday, September 22, which will include a growing season survey and a lesson on growing garlic. Thomas introduced Blair Pike to the Board, noting that she is currently enrolled in the Library Associate Training Institute and is completing one of her objectives by attending a Board Meeting.

Old Business was discussed:

- *Main Library Roof*- Thomas provided an update on the August roof leak and subsequent flooding. He confirmed that the roofing contractor accepted responsibility for the faulty drains, and a claim has since been filed with the insurance company. The insurance adjuster has assessed the damage and NuWay took the water-damaged books for free to attempt drying and salvaging them.
- *Planned Giving Committee*- Cherie Krug met with Thomas and Gayle Byrne of the Friends and facilitated any questions the Friends had. Cherie advised the group to shift toward using the term "gifts" over "donations" and recommended starting a PR campaign to recruit potential donors and publicly thank current ones. The next stage involves developing a Memorandum of Understanding (MOU) for the Friends Foundation.
- *Friendsville Updates*- Thomas provided an update on the Friendsville construction project, noting that construction is progressing. However, the contractor and architect were at odds, requiring Thomas to mediate. While the exterior framing is complete and interior work has begun, errors were identified at the last meeting, necessitating that the framing be torn down and redone. The current estimated completion date is January 6, 2026. Electrical work is currently being installed. Regarding the budget, Christian raised concerns about construction cash flow. Thomas explained that as this is a large capital project operating on a reimbursement schedule, payments must wait until the construction account is sufficiently refilled. To address this, Nicole suggested calculating the full 10% match

amount and transferring that money into the construction account (net of the \$80,000 previously requested from Edward Jones to stock the account). Because Nicole was having difficulty locating the necessary files, she proposed that she and Thomas review all documentation and return to the Board with a full, accurate request. They also advised that they have asked the contractors to bill the library more frequently but in smaller increments.

- *Grantsville Electrical Work-* Jeffrey Miller revised the original estimate of \$2,550 to \$2,475. This revision was made because the \$75 service charge included in the original estimate was submitted and paid on a separate invoice. The final quote of \$2,475 for the remaining electrical work placed the bill under the threshold requiring additional quotes. Fred made a motion to accept the quote from Jeff for \$2,475, which Christian seconded. The Board voted unanimously, and Thomas advised that he would have Kim from the Grantsville branch contact Jeff to make arrangements.

New Business was discussed:

- *Budget Revision-* Thomas and Nicole identified an error in the expense category of the budget that requires a minor revision. Because this information was not included in the Board's previously distributed packet, Thomas suggested tabling the revision until the next meeting for proper review. There were no objections to tabling the item.
- *Wucik Donation-* Thomas informed the Board that the library is set to receive a bequest from the estate of Mildred Wucik, designated for the Friendsville Library (representing 10% of her estate valued at \$125,358). To formally accept the gift and comply with Ameriprise's requirements for fund transfer, the library must complete required documentation and obtain a Board resolution. Ameriprise specifically requested the creation of a temporary account to facilitate the transfer. Thomas requested a Board resolution to open this account specifically for transferring the bequest into the library's reserves. Christian motioned to open the account, with the understanding that it will be immediately liquidated and closed once the funds are received. The motion was seconded by Tina and passed unanimously. Fred suggested creating a press release at the appropriate time, provided the family grants their blessing.
- *Grantsville AC-* Grantsville's air conditioner stopped working due to a cracked drain pan leaking in three spots and freezing coils. Given the age of the unit and advancements in technology, replacement parts are no longer available, and therefore, replacement of the unit was recommended. Roger attempted to retrieve three quotes for the work but was only able to secure two. R.H. Lapp provided a quote of \$12,550, and Advanced Heating and Cooling quoted \$11,654.01. Daystar indicated they are not currently quoting any projects due to lack of work force. Tina made a motion to accept the low bid from Advanced Heating and Cooling, which Fred seconded. The motion passed unanimously.
- *Server Room AC-* The server room in Oakland is also in need of an air conditioning replacement. Thomas presented two quotes: one from Rush Services for \$4,580 and the second from Advanced Heating and Cooling for \$6,839. Karen moved to accept the low bid of Rush Services, which Nancy seconded. The motion passed unanimously.

Other Business was discussed:

- *Staff Day Request* – The Staff Day Committee requested approval to provide staff members with \$25 Amazon gift cards again this year, matching the gift provided last year. Karen made a motion to approve the purchase of \$25 Amazon gift cards for all staff, which was seconded by Tina. The motion passed unanimously.

The next regularly scheduled meeting will be held on October 16, 2025 at 4:00pm at the Friendsville Branch. This meeting will be held on the third Thursday of October, due to Autumn Glory.

Clint made a motion to **Adjourn the Regular Meeting** at 4:38pm, seconded by Karen. The motion carried.

Minutes taken and respectfully submitted by Nicole McCullough.