

Board members in **Attendance** were Christian Mash, Fred Fox, via Teams, Tina Buckel, Alison Sweitzer, via Teams, and Karen Malecki. Staff members present were Thomas Vose, Library Director; Nicole McCullough, Executive Assistant; Melissa Custer, Friendsville Branch Manager; Glenda Lane, Library Assistant, and Maya Glassman, Accident Branch Manager.

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

The Trustees reviewed the **Meeting Minutes** from the September meeting. Karen moved to approve the minutes, seconded by Tina. The motion passed unanimously.

The Trustees reviewed the **Financial Statements** for the period ending September 2025. Nicole provided clarity on several financial line items. She advised that the inflated numbers reported last month were due to an incorrect classification of funds; these were mistakenly recorded as State Allocation instead of Capital Grant Reimbursements and have since been correctly recoded. The credit in the insurance expense line was attributed to a credit received after the annual Workers' Compensation audit was completed. Regarding the property insurance overage, Nicole reminded the Board of a letter previously received from LGIT (Local Government Insurance Trust) advising that the organization had been billed inaccurately and would face a rate increase over the next few years. Nicole advised she would forward the LGIT letter to the Board for review, specifically recommending review by Alison due to her financial background. Karen moved to accept the statements, seconded by Fred. The motion passed unanimously, and the statements were filed.

The **Director's Report** was reviewed. Thomas met with the Friendsville Town Council to address concerns regarding the electric vehicle charging stations. This resulted in the Council requesting the removal of the charging stations from the construction plan. The Council cited existing charging capacity at the Town Hall and a desire to avoid additional disruptions for residents. Thomas detailed extensive outreach efforts, including joining the Boards of Our Town Theatre and Community Action, and meeting with the Judy Center advisory board. Thomas attended the Maryland Association of Public Library Administrators (MAPLA) meeting, where they discussed public information requests, upcoming grant opportunities, and social media best practices. The Oakland branch is developing a Memory Lab where patrons will be able to digitize old media formats. All branches reported a high volume of successful programs. Melissa reported a well-attended Culinary Collections Cook Book Club (with a focus on bacon) and a fun Musical Chairs Lego Club. Nicole reported on a successful Staff Day that included training on Communication strategies, CPR, AED, and Narcan administration, along with team-building activities like an escape room and employee superlatives. Thomas advised that the implementation of the Time to Care Act has been pushed back to take effect in January 2027. He reported that fourteen federal-level staff members at Community Action were recently dismissed by the current administration, raising concerns about the potential local impact on our Community Action partners. Thomas reported that all Maryland libraries are required to have AEDs beginning January 2026, and thanked the Rotary for their efforts, which have put the system ahead of this deadline.

Old Business was discussed:

- *Planned Giving Committee*- Alison reported that the Planned Giving Committee is considering establishing the library's Foundation Fund with the Community Trust Foundation (CTF) rather than forming our own. The committee favors this move because CTF is already a proven steward of endowment funds, offering a responsible method for administering the assets. However, she advised that a thorough review of necessary governance and control documents must be completed before a final decision can be made. Alison proposed arranging a meeting with the Executive Director of the CTF to explore whether using the foundation is a feasible option for administering the library's funds. Thomas advised that he presented the proposal to the Friends of the Library, who are open to the idea. Their primary concern, however, is the need to maintain independence and control over the financial decision-making process. Thomas advised that the Friends of the Library turned over a one-year Certificate of Deposit (CD) and were pleased with the resulting profit.

- *Friendsville Updates*- Thomas provided an update on the Friendsville construction project, noting that progress has been complicated by an issue with a broken sewer line stemming from a neighboring property. The line has been successfully located, but the owners of Demaree Inflatable Boats are understandably frustrated by the situation. All parties involved are currently working to determine the appropriate steps to move forward. Kevin Null indicated that the Maryland Department of the Environment (MDE) may arrive to inspect the site, which could potentially require further remediation. The current estimated completion date for the construction project is now mid-January.
- *Budget Revision*- In previous years, WMRL grants were not included in the library's budget reporting; they were added this year at the request of the Board. However, the corresponding grant expenses were not initially accounted for in the expense category, requiring an adjustment. Thomas presented the Board with an amended budget reflecting the necessary changes in the expense category, ensuring the overall budget remains balanced. Tina moved to accept the amended budget, seconded by Karen. The motion passed unanimously.

New Business was discussed:

- *Audit*- The annual financial audit was not yet complete for the October 16 meeting and will be tabled until the next meeting. Thomas confirmed he will request a deadline extension from the State.
- *Book Drop*- The item requiring a vote on a new book drop for the Friendsville library was tabled until the next meeting, as the necessary quotes were not yet available for review.
- *75th Anniversary*- Thomas announced that the 75th Anniversary of the original Oakland Branch building will occur on December 11, 2025. The library will celebrate this milestone in conjunction with the Holiday Open House on December 8, 2025. Plans are currently underway for the joint celebration and include requesting a proclamation from the County, creating special history pamphlets for attendees, commissioning a celebration cake shaped like the original building, the Friends sponsoring special celebratory ornaments, and a potential dramatic reading by Richard Hill, performing as E.E. Enlow.

Other Business was discussed:

- *Wucik Donation* – In response to Tina's inquiry regarding the Wucik Donation, Nicole confirmed that all paperwork has been submitted to Ameriprise, and we are now awaiting confirmation of processing.

The next regularly scheduled meeting will be held on November 13, 2025 at 4:00pm at the Oakland Branch.

Christian made a motion to **Adjourn the Regular Meeting** at 4:48pm, seconded by Karen. The motion carried.

Minutes taken and respectfully submitted by Nicole McCullough.