

Board members in **Attendance** were Fred Fox, via Teams, Tina Buckel, Alison Sweitzer, Karen Malecki, Clinton Bradley via Teams, and Nancy Brady. Staff members present were Thomas Vose, Library Director; Nicole McCullough, Executive Assistant; and Allen Dunson, Systems Administrator.

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

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

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

The **Director's Report** was reviewed. Thomas participated in training for the Community Action Board and was involved in their strategic planning session. He provided a presentation for Maryland Library Association (MLA) attendees detailing the success of our "Classics Buttons" program and guiding other libraries on adopting that model. HE attended the meeting of the Kitzmiller Town Council and the Friendsville Town Council, where he provided updates specific to the respective libraries in those areas. He has been working with the Oakland A&E District in the planning of the annual Winter Fest Event. Thomas reported that the library held a mini-silent auction with donated materials, with all proceeds benefitting the Friendsville Library Project. All branches reported a high volume of successful programs and activities throughout the month, including a successful Trunk of Treat partnership with the Judy Center where we saw 701 attendees, the Grantsville Elementary PTO Trunk or Treat with 396 attendees, a Pizza Night Culinary Collections cookbook club, and Accident's fun participation at the Corn Maze. Thomas advised that the Freedom to Read legislation was successfully used this month to overturn a local book ban attempt in Harford County.

New Business was discussed:

- *Email Filter*- Allen presented three quotes for a replacement spam filter solution, as the current program is scheduled to expire on December 30, 2025. The quotes received were Bell Techlogix: \$1,957.92, Inacom: \$2,090.22, and TD Synnex: \$2,136.00. Following a confirmation of Allen's preference for the proposed vendors, Karen moved to accept the lowest bid from Bell Techlogix for \$1,957.92. Alison seconded the motion, and it passed unanimously.

Old Business was discussed:

- *Planned Giving Committee*- Alison and Thomas reported they had an informative meeting with the current Director of the CTF, confirming a potential major donor is utilizing the CTF for an estate gift. The donor is working with their attorney/estate planner. It was noted that such processes can take months and may not result in funding until the donor passes away. No specific amount or donor name could be confirmed at this time. Alison noted that this initial donor opens the door for additional endowments through the CTF and builds public knowledge of the Library as a known giving option. Thomas also indicated that the Friends prefer their current flexibility and saw no immediate advantage in merging their participation with the CTF.
- *Friendsville Updates*- Thomas provided a brief update on the Friendsville construction project, noting that the stop order was lifted and work is now back on track. He provided an estimated completion date of February 2026.

New Business was discussed:

- *Audit*- The annual financial audit was not yet complete for the November 13 meeting and will be tabled until the next meeting.
- *Book Drop*- Thomas presented three quotes for similar book drops required for the new Friendsville construction, confirming the cost is covered by the existing Furnishings, Fixtures, and Equipment (FFE) budget. The quotes for

the book drop were: The Library Store: \$5,353.95 (Lowest Bid), Demco: \$5,799.00, and Kingsley: \$5,849.00. Alison motioned to accept the lowest bid from The Library Store for \$5,353.95. Nancy seconded the motion, and it passed unanimously.

- *Credit Line*- Thomas presented concerns regarding the construction cash flow for the Friendsville Capital Project. To address immediate liquidity issues, he reached out to two financial institutions—First United Bank & Trust and First People’s Community Federal Credit Union—to inquire about the possibility of securing a line of credit. Due to their employment with these institutions, Karen and Alison recused themselves from participating in any decisions related to a credit line agreement. Thomas will follow up with one of the institutions to determine if using the capital project's funding as collateral would alter the terms of the proposal. This issue was subsequently tabled pending the receipt of further information. Additionally, Nicole suggested scheduling a dedicated meeting with Alison to review the construction budget and Contractor AIA documents to create a clear, helpful balance sheet for the Board.
- *Board Nominations*- Thomas reported that Board Member Tina Buckel’s term will expire on December 31, 2025. He introduced a nomination for the vacant position: Jeff Fratz. Jeff is a dedicated patron of the Grantsville Library and received positive feedback from the Grantsville branch staff. Tina made a motion to accept the nomination and appoint Jeff Fratz to the Board, effective January 1, 2026. Nancy seconded the motion, and it passed unanimously. Thomas advised he would send a letter to the Commissioners to formally confirm Jeff’s appointment.
- *Holiday and Trustee Schedule*- The 2026 Board of Trustees meeting schedule and the 2026 staff holiday schedule were presented to the Board for formal approval. Karen made a motion to accept the proposed schedule, which Alison seconded, and the motion passed unanimously. Separately, Nicole inquired about the possibility of closing the system early—at 5:30 PM on Wednesday, December 31, 2025—to ensure staff safety on New Year’s Eve, as Wednesday hours typically run until 8:00 PM. Tina motioned to approve closing the system early at 5:30 PM on 12/31/2025. Nancy seconded the motion, and it passed.

The next regularly scheduled meeting will be held on December 11, 2025 at 4:00pm at the Oakland Branch.

Karen made a motion to **Adjourn the Regular Meeting** at 5:15pm, seconded by Alison. The motion carried. The Board entered into a closed session to discuss a matter regarding legal counsel. Karen made a motion to **Adjourn the Closed Session** at 5:23pm, seconded by Nancy. The motion carried.

Minutes taken and respectfully submitted by Nicole McCullough.