

Board members in **Attendance** were Christian Mash; Jennifer Theriot; Jeff Fratz; Alison Sweitzer, via Teams; Karen Malecki, via Teams; and Clint Bradley, via Teams. Staff members present were Thomas Vose, Library Director; Nicole McCullough, Executive Assistant; and Maya Glassman, Accident Branch Manager.

Christian called the **Meeting to Order** at 4:02 pm.

The Trustees reviewed the **Meeting Minutes** from the December meeting. With no discussion or corrections, Karen moved to approve the minutes with Jeff seconding the motion. The motion passed unanimously.

The Trustees reviewed the **Financial Statements** for the period ending December 2025. Thomas noted that the county provided us with the full appropriation up front due to the cash flow concerns and otherwise we are tracking where we should be. He noted that audit fees is front loaded and we were overspent in building repairs and software due to picking up expenses for the Palace project. Karen moved to accept the financial statements as presented, Clint seconded the motion, and it passed unanimously. The statements were subsequently filed for audit.

The **Director's Report** was reviewed. Thomas represented the library throughout the month through a variety of outreach and administrative activities. His efforts included a radio promotion with WFWM, outreach at Northern Middle School to promote the Battle of the Books, and participation in Winter Fest planning meetings for the Town of Oakland and Oakland A&E. He also attended monthly meetings for the Head Start Policy Council, the Early Childhood Advisory Committee, and the Community Action Board of Directors. Thomas announced that thanks to a generous donation from Don Sincell and the late Mary McEwen, the library received a significant number of Republican newspapers. These issues fill gaps in the library's scanned microfilm and online catalog. Regarding facilities, Thomas reported that the main library required maintenance this month to address boiler and plumbing issues. All branches reported a high volume of successful holiday programs and activities including a very busy and successful "Christmas in the Village" for Grantsville, the creation of Lego ornaments to decorate the tree for the holiday open house at Kitzmiller, the Friendsville Culinary Connections Cookbook Club hosted a "Holiday Sweets & Treats Swap", participation in the "Christmas with Santa" event at the local fire hall by Accident, and Oakland hosted a Jane Austen Candlelit Tea, which was well-attended by 22 participants. Thomas reported on legislative developments, noting a proposed bill that would require a mandatory student member to serve on the boards of public libraries.

**Old Business** was discussed:

- *Community Trust Foundation*- Due to recent changes in Board officers, Christian highlighted the need to reconfigure the Planned Giving Committee. He officially appointed Alison, Jennifer, and Nancy to the committee, with Alison agreeing to serve as Chair. Alison advised the Board that the committee intends to schedule its first meeting toward the end of February to accommodate winter sports schedules and to maintain focus on the completion of the Friendsville project. Christian noted that he would like to see a solidified plan and a clear path forward for the Planned Giving Committee established by the end of this calendar year.
- *Friendsville Updates*- Thomas provided a status update on the Friendsville construction project, noting that it is approximately 65% complete. He shared a summary of work finished over the past two weeks, which included wiring, rough-ins, and HVAC installation. Looking ahead, the schedule for the next two weeks includes measurements for glass, cabinetry, and techboards; plumbing and wiring inspections; and the continuation of roofing and siding. Thomas noted that while progress has been steadier, an updated completion date is not yet available.
- *Friendsville Equipment*- Thomas advised the Board that while several items for the new building were included in the budget, the library is responsible for the selection and procurement of these items. These include a refrigerator, mini-fridge, and microwave. He noted that while the cost of these items falls below the threshold requiring a formal Board vote, he wanted to provide this update in the interest of transparency. Thomas confirmed that the specific models were selected based on input from the Friendsville staff and have been verified to fit the designated spaces

based on provided measurements. Regarding technology needs, Thomas reported that he does not yet have full quotes for the necessary computers.

**New Business** was discussed:

- *Policy Review Committee*- Thomas advised the Board that the library periodically reviews its internal policies to ensure they remain relevant and aligned with current standards. To facilitate this, a new committee of employees has been formed to conduct a comprehensive review and suggest updates. Nicole noted that the committee includes staff from various departments and positions to ensure diverse perspectives are represented. Upon completion of their review, the committee will submit any proposed changes to the Board for formal review and approval. Thomas mentioned that the committee held its first meeting this morning and has already identified the need for a social media policy.
- *Main Library Boiler*- Thomas requested retroactive approval for an emergency repair to the main library's boiler. Due to the failure of the heating system during the winter, a \$1,300 blower kit was purchased for installation to restore heat to the building. Christian noted that this was an exceptional and necessary circumstance given the seasonal urgency. Karen moved to ratify the acceptance of the invoice from R.E. Michel Company for the purchase of the blower kit. Jennifer seconded the motion, and it passed unanimously. In light of this event, Alison suggested that the Policy Review Committee consider adding a specific clause to the procurement policy to address and authorize emergency purchases in the future.

**Other Business** was discussed:

- *Committees*- Due to the recent appointment of new Board members, Christian advised of the need to reshuffle the standing committees. While the Planned Giving Committee was addressed earlier in the session, Christian officially appointed Clint, Jeff, and Karen to serve on the Investment Committee.
- *Secretary*- Alison noted that since being elected Treasurer at the last meeting, her previous position as Secretary is now vacant. Christian clarified that the Secretary's primary responsibility is minimal, largely consisting of recording minutes during executive sessions when Nicole is not present. Jennifer agreed to serve in this capacity. Karen moved to nominate Jennifer as Board Secretary, Clint seconded the motion, and the appointment was approved unanimously.
- *Budget*- Thomas advised the Board that the upcoming budget must be approved and submitted by February 20, 2026. Consequently, a draft budget will be presented for Board approval at the next meeting. He also noted that following a discussion with Scott Weeks from the county, projected healthcare costs are expected to increase by 7.6%.

The next regularly scheduled meeting will be held on February 12, 2026 at 4:00pm at the Oakland Branch.

Karen made a motion to Adjourn the Regular Meeting at 4:47pm, seconded by Jeff. The motion carried.

Minutes taken and respectfully submitted by Nicole McCullough.