

Board members in **Attendance** were Christian Mash; Jennifer Theriot; Jeff Fratz, via Teams, Clint Bradley, via Teams; and Nancy Brady. 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 4:01 pm.

The Trustees reviewed the **Meeting Minutes** from the January meeting. Jeff noted that the discussion regarding fishing poles available for checkout at the Grantsville branch was omitted. Nancy moved to approve the minutes as amended, and Jennifer seconded the motion. The motion passed unanimously

The Trustees reviewed the **Financial Statements** for the period ending January 2026. Thomas reported that the budget is tracking as expected, specifically noting that salary costs which are the largest budget line item, remain on target. Nicole clarified that telecom expenses appeared inflated due to a T-Mobile billing error, which resulted in charges from the previous fiscal year being realized in the current budget. Jeff moved to accept the financial statements, Nancy seconded, and the motion carried unanimously. The statements were ordered filed for audit

The **Director's Report** was presented and reviewed by the Trustees. A copy is included in the meeting packet for the official record.

Old Business was discussed:

- *Community Trust Foundation*- The Foundation Planning Committee reported no activity this month. The committee is scheduled to convene after March to begin the next phase of planning.
- *Friendsville Updates*- The project is currently on track for a completion date of April 6, 2026 and Thomas noted that the architect is actively pushing the contractor to maintain the current schedule. Interior work is progressing steadily but a formal date for the grand opening has not yet been established.

New Business was discussed:

- *FY 2027 Budget*- Thomas reported on his recent meeting with Scott regarding the budget, noting a sense of relief as Scott did not express significant concern regarding potential cuts. In his presentation of the proposed budget to the board, Thomas highlighted that a large portion of discretionary spending remains secure, as it is covered by WMRL grants. However, he noted that the state funding formula has resulted in a 20% reduction in state support. Furthermore, the Maryland state retirement system is expected to initiate a COLA increase, and there is a possibility that the associated expenses may shift to the local level. Following the report, Jennifer made a motion to accept the proposed budget as presented. The motion was seconded by Jeff and passed without opposition.
- *Laptop*- Thomas reported that his current laptop has reached the end of its functional life and presented a formal quote for a replacement totaling \$1,583. He expressed interest in procuring a laptop from Framework, a company specializing in modular, fully customizable hardware. Nancy moved to approve the purchase of the new laptop as requested. The motion was seconded by Jeff and carried by the board.
- *Policy #101: Rules of Conduct*- Thomas presented a recommendation from the Policy Review Committee regarding a minor amendment to Policy #101. The committee proposed that food consumption be restricted to "designated areas" and remain at the discretion of the branch manager. This change stems from concerns regarding patrons bringing food into the main library areas and the potential for crumbs to attract pests. Clint made a motion to approve the proposed change to Policy #101, which was seconded by Jennifer and passed.
- *Policy #104: Privacy*- Thomas presented extensive recommendations for updates to the library's Privacy Policy. These suggestions were based on current library practices, updated legal regulations, and adjustments following the removal of fines. During the discussion, Christian inquired about the ability to provide account information to parents. Thomas clarified that the library maintains a strict policy to protect patron confidentiality for all users. He

confirmed that while parents can access information regarding account balances and the number/type of materials checked out, they cannot access specific titles or criteria of the materials used by their children. The Board affirmed the importance of ensuring patron privacy and expressed trust in the staff consensus regarding the functionality of these updates. Nancy made a motion to accept the proposed privacy policy changes, seconded by Jennifer. The motion passed unanimously.

- *Battle of the Books*: Thomas reported that there are 11 teams registered for the Battle of the Books. It will be held at the Frostburg Children's Center on March 25, 2026. Thomas is currently reading all the materials and the team will soon begin to format the questions. They could be very vague and contain information from any part of the book from cover to cover, including dedications and illustrations.

Other Business was discussed:

- *Niche Academy*- Jeff informed the Board that he had registered for a webinar titled "Library Trustees and Advocates" but was unable to attend the live session. He inquired if any other board members had attended or if they knew how to access the materials. Clint noted that he attended and the PowerPoint slides and a recording of the webinar would be distributed to registrants in a few days.
- *Lending Library*- Following up on previous discussions regarding non-traditional materials available for checkout, Jeff suggested that the library acquire a telescope for loan. He noted that this could also serve as a springboard for future astronomical programming. Thomas indicated that he would research the purchase of a telescope and the logistics of adding it to the collection.

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

Nancy made a motion to adjourn the Regular Meeting at 4:55pm, seconded by Jennifer. The motion carried. The Board entered into a closed session to discuss a potential liability issue involving a patron incident in the Grantsville parking lot. Thomas briefed the Board on the details involving the circumstances. The Board discussed the necessary follow-up actions and documentation required for insurance and safety purposes. No formal action was taken during the closed session.

Jeff made a motion to adjourn the Closed Session at 5:01 pm, seconded by Jennifer. The motion carried.

Minutes taken and respectfully submitted by Nicole McCullough.