

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

Alison called the Meeting to Order at 4:03 pm.

The Trustees reviewed the Meeting Minutes from the February meeting. Christian moved to approve the minutes, and Jeff seconded the motion. The motion passed unanimously

The Trustees reviewed the Financial Statements for the period ending February 2026. Jenni 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 Board of Trustees; a copy is included in the meeting packet for the official record. Maya provided an update on operations and events at the Accident branch. Additionally, Thomas announced he will present the budget to the Commissioners on March 17 at 4:00 p.m. and invited the Trustees to attend the budget defense in support of the library.

Old Business was discussed:

- *Planned Giving Committee*- The Foundation Planning Committee reported no activity for the current month. With the conclusion of the winter season, the committee intends to schedule a meeting in the near future. Thomas shared a flyer featuring pins and jewelry, suggesting that the board consider established donor recognition levels and pins for future fundraising initiatives.
- *Friendsville Updates*- Thomas reported a temporary water issue at the Friendsville branch caused by ongoing construction. The matter was rectified promptly with no costs incurred by the library. The project is currently 75% complete, with contractors finishing the wiring, drywall, and framing. Thomas will provide photographs of the progress for the upcoming budget defense. While the contractor has provided an estimated completion date of April 26, 2026, Thomas noted that this timeline might be optimistic. He advised that planning for upcoming events, such as the Summer Reading Club and the Celtic Festival, should consider this potential schedule.

New Business was discussed:

- *Policy #108: Collection Boxes*- Thomas presented a recommendation from the Policy Review Committee regarding an amendment to Policy #108: Collection Boxes. The proposed revision streamlines the application process by allowing organizations to apply directly to the Branch Manager or the Library Director and removes the specific requirement that the request be submitted "in writing." Christian made a motion to accept the recommended changes to Policy #108. The motion was seconded by Jennifer and passed unanimously.
- *Newspaper Microfilming*- Thomas reported on the donation of The Republican newspapers from the Sincell family. To preserve the collection and improve public access, the hard copies must be archived and digitized for online availability. Thomas presented a quote from World Archives for \$4,200, which covers shipping and the digital archiving process. He further advised that funds are available in the WMRL unrestricted surplus account to cover this expense.. Christian made a motion to accept the quote from World Archives. The motion was seconded by Clint and passed unanimously.
- *Murphy Dittenhafer Contract*- Thomas reported that the existing contract with Murphy Dittenhafer has expired due to the extended construction schedule. Recent architectural services have been billed on an hourly basis; however, Murphy Dittenhafer has presented a renewed AIA contract with a recommended flat fee of \$7,000 per month. Based on an analysis of previous hourly invoices, which consistently exceeded this amount, Thomas recommended accepting the new contract price through the completion of construction. Thomas also noted that he is preparing a Profit and Loss (P/L) statement detailing all construction expenses for the Board's review. Clint made a motion to

accept the renewed contract with Murphy Dittenhafer as presented. The motion was seconded by Christian and passed unanimously.

Other Business was discussed:

- *Telescope*- Thomas reported that a telescope has been acquired and will be added to the library's circulating collection.
- *Cumberland Times*- Jeff requested a Cumberland Times News subscription be delivered to the Grantsville Branch. Nicole confirmed that she will update the current subscription to include the Grantsville location.
- *Grantsville Furnace*- Thomas reported a service disruption involving the furnace at the Grantsville branch. Upon inspection, it was determined that a bird had entered the furnace vent pipe, causing the unit to malfunction and shut down. Maintenance personnel from the County successfully removed the obstruction and restored the unit to operation.
- *LATI Completion*- Nicole provided a positive update regarding staff member Blair, who has successfully completed and graduated from the Library Associate Training Institute (LATI). This 90-hour in-service program is a state-mandated requirement for all Maryland library associates. The Board shared their congratulations on Blair's achievement and professional development.
- *Niche Academy*- Jeff reported on a recent webinar regarding technology and funding for rural libraries, highlighting a "Book Bag" initiative for new parents. He confirmed the existence of a similar program previously active within the library and proposed reviving the initiative to encourage early literacy. Thomas noted that a similar partnership with Garrett Regional Medical Center (GRMC) had been initiated by a former employee. He advised the Board that he would research the previous program's framework to determine the feasibility of reviving or updating the service.

The next regularly scheduled meeting will be held on April 9, 2026 at 4:00pm at the Friendsville Branch. Thomas noted that, pending construction safety and progress, there may be an opportunity for the Board to tour the new building following the meeting.

Jennifer made a motion to adjourn the Regular Meeting at 4:42pm, seconded by Jeff. The motion carried.

Minutes taken and respectfully submitted by Nicole McCullough.