The Ruth Enlow Library of Garrett County
Board of Library Trustees Meeting
Minutes from May 14, 2026
Grantsville Branch – 4:00pm

Board members in attendance were Christian Mash; Jennifer Theriot; Jeff Fratz; and Karen Malecki. Staff members present were Thomas Vose, Library Director; Nicole McCullough, Executive Assistant via Zoom; and Ryan Williams, Grantsville Children's Specialist. Also present was Pam Twigg, Executive Director of The Community Trust Foundation.

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

Old Business was discussed:

- *Planned Giving Committee*- Christian welcomed and introduced Pam Twigg Executive Director of The Community Trust Foundation and invited her to present on behalf of CTF. Pam presented an overview of the organization, noting it is currently celebrating its 20th year. CTF has grown from a single $25,000 fund at inception to managing over $18 million in assets across more than 100 individual and organizational funds. CTF currently operates with two full-time staff members and an 11-member regional board representing three counties and the foundation was successfully re-accredited by the Council on Foundations in November 2025, meeting the highest industry standards. The current accreditation is valid through 2028. Pam noted that CTF handles all backend technical management, tax compliance, and donor acknowledgment letters (automatically sent for donations of $250 or more). In exchange, CTF charges an annual mission/administrative fee based on the average daily balance, assessed quarterly at the following rates: 1.75% annual fee (for balances up to $1 million, scaling down as assets grow) for endowed funds and 2.0% annual fee for Non-Endowed Funds. The committee discussed the technical parameters of establishing a dedicated fund to benefit the library system:
    - Non-Endowed Funds (Spendable): Requires a minimum balance of $10,000 to open. These funds are invested for balance, but the library retains full administrative discretion to spend down the principal as needed for immediate or large-scale needs. A non-endowed fund can be converted into an endowed fund at a later date.
    - Endowed Funds (Permanent): Designed to exist in perpetuity and invested for long-term growth. The principal remains untouched, and the library would receive a predictable annual disbursement of 4% of the net spendable earnings. Once a fund is designated as endowed, the restriction cannot be reversed or unwound.

  Thomas noted that while Maryland currently provides a favorable legislative and funding environment for libraries, establishing a permanent endowment would provide critical operational insulation against future long-term economic shifts or local budget crises. Nicole and Thomas highlighted that the library currently manages a complex "mishmash" of various small, historical, restricted donation accounts, which creates significant accounting and auditing overhead (e.g., tracking micro-balances down to specific historical requests). Utilizing CTF would allow the library to phase out or spend down these fractured accounts while shifting technical management to CTF, freeing up internal staff capacity. The committee discussed the relationship between a new CTF fund and the independent Friends of the Library 501(c)(3), which recently secured approximately $150,000 via estate bequests. To prevent donor confusion, the future marketing strategy will clearly differentiate the two entities. The Friends of the Library would be best positioned for immediate, localized, short-term project funding while CTF Planned Giving could act as the official vehicle for long-term legacy gifts, planned giving, and forever sustainability. The library staff and the Planned Giving Committee will debrief with Alison Sweitzer to review specific fund profiles, risk parameters, and the timeline for a planned giving marketing package. The Board expressed positive consensus regarding collaborating with CTF. The committee plans to finalize its recommendation (specifically regarding starting with a flexible non-endowed vehicle vs. an immediate endowment) to present to the full Board of Trustees.

The Trustees reviewed the meeting minutes from the April meeting. Karen moved to approve the minutes, and Jenn seconded the motion. The motion passed unanimously

The Trustees reviewed the financial statements for the period ending April 2026. Jenn moved to accept the financial statements, Karen 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. Ryan provided an update on operations and events at the Grantsville branch, highlighting attendance at the Judy Center Baby shower and three jigsaw puzzle competitions.

Old Business was discussed:

- *Friendsville Updates*- Thomas reported that the project is on track for an early July opening. The Grand Opening is tentatively scheduled for August 20. This date will be finalized at the June meeting in order to send official notices to dignitaries.
- *Grantsville Furnace*- The County Facilities Department advised that the existing furnace cannot be repaired and must be replaced. Thomas presented three competitive quotes for the replacement: Advanced Heating & Cooling ($6,410.82), R.H. Lapp ($7,550.00), and Germain HVAC ($6,850.00). Jeff made a motion to accept the lowest bid from Advanced Heating & Cooling. Karen seconded the motion, and it carried unanimously.

New Business was discussed:

- *Policy #114: Social Media*- Thomas presented a newly proposed policy governing social media usage for both library patrons and employees. He advised that following a review by the Policy Committee, the draft was vetted through Mike Getty to ensure legal compliance. Karen made a motion to accept the new policy as presented. Jeff seconded the motion, and it carried unanimously.

Other Business was discussed:

- *FMLA Time to Care Act*- Thomas shared updated guidance on the Time to Care Act, indicating that premium payments have been delayed until 2028. Because these premiums were already included in the upcoming budget request, Thomas advised that the library would contact the county to determine if the unnecessary allocation should be returned.
- *Edward Jones*- Jeff reported that he received a call from Jason Burkett regarding fund allocations. Jeff requested that future investment decisions be vetted through the entire Investment Committee rather than a single individual. Christian agreed, noting that while the Board has traditionally deferred to Mr. Burkett's investment advice, the newly established Investment Committee should meet soon to make sure everyone is on the same page. Christian then appointed Clint as the Chair for the Investment Committee. Additionally, the committee will invite Mr. Burkett to provide an update at the September meeting in Kitzmiller.

The next regularly scheduled meeting will be held on June 11, 2026 at 4:00pm at the Oakland Branch.

Jenn made a motion to adjourn the Regular Meeting at 5:21pm, seconded by Jeff. The motion carried.

Minutes taken and respectfully submitted by Nicole McCullough.