The Ruth Enlow Library of Garrett County
Board of Library Trustees Meeting
Minutes from June 11, 2026
Oakland Branch – 4:00pm

Board members in attendance were Christian Mash; Jennifer Theriot; Jeff Fratz; Alison Sweitzer, via Zoom; Karen Malecki; Clinton Bradley; and Nancy Brady. Staff members present were Thomas Vose, Library Director; Nicole McCullough, Executive Assistant; and Allen Dunson, Systems Administrator.

Christian called the Meeting to Order at 3:59 pm.

New Business was discussed:

- *Year-end IT Expenses*- In the interest of Allen's time, Christian opened the meeting by having Allen present quotes for year-end capital IT expenses. Allen presented three quotes to update five desktop PCs for both patron and staff use: $4,950 from Chips Network, $6,115 from ATS, and $5,309.50 from Dell. A motion was made by Karen to accept the Chips Network quote, seconded by Clint. The motion passed. Allen then presented three quotes for a proposed SmartBoard for the Friendsville study room: Chips Network at $1,390 (including stand), Amazon at $1,599.99 and Walmart at $1,647.90. Following a brief discussion where Jen shared positive feedback from her experience using SmartBoards, the Board discussed accepting the quote from Chips Network. Although it was not the lowest bid, the Board voted in favor of supporting a local business and taking advantage of local setup and maintenance options. A motion was made by Jen to accept the Chips Network bid, seconded by Karen. The motion passed unanimously. Alison requested an expedited purchasing plan to ensure all acquisitions are completed in time to meet year-end deadlines.

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

The Trustees reviewed the financial statements for the period ending May 2026. Nancy 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.

Old Business was discussed:

- *Planned Giving Committee*- While there is not yet a definite direction for foundation planning, Thomas presented a quote from CurlyRed for $3,375 to cover branding and marketing when the time comes. Thomas advised that he plans to gently reintroduce the idea to the Friends group to better understand their concerns and potential deal breakers. Additionally, the Planned Giving Committee is scheduling an upcoming meeting.
- *Friendsville Updates*- Thomas reported that the construction project is currently estimated at 89% complete. Crews are working on the sidewalks and concrete, though recent weather has caused delays. Thomas noted potential upcoming expenses, including a projected $12,000 for IT coverage and a possible $36,000 retaining wall with railings, which is currently pending a code inspection. Delivery of furniture is expected next week, and the target grand opening date of August 20, 2026, remains on track.
- *Grantsville Furnace*- Due to delays in acquiring all required furnace quotes, the previously accepted low bid from Advance Heating & Cooling increased to $6,771.00. Because this remains the lowest of the three quotes provided, Karen motioned to re-accept the Advance Heating & Cooling bid at the updated amount. Jen seconded the motion, and it passed.

New Business was discussed:

- *Revised Budget*- Thomas advised that the county commissioners approved the requested budget with minimal changes for the Board to approve. He reported that the state passed half of its pension cost increase directly down to localities, which Garrett County government will cover. Additionally, while funds had been budgeted to cover the Time to Care Act, full implementation of the legislation has been pushed to January 2028. Thomas noted he will ask the county if they would like those funds returned for this fiscal year. A motion to approve the budget amendments was made by Clint, seconded by Karen, and passed.

- *Engineering Study*- Thomas presented the completed engineering study, noting that its contents were primarily informational. The report outlined a few immediate updates, such as installing grab bars in the restrooms, which Thomas will instruct Roger to address. Alison suggested requesting a pivot table organized by year based on the study's findings to serve as a planning tool for deferred maintenance and scheduling. Thomas advised he will also forward a copy of the report to the county for inclusion in their capital planning.
- *Policy 202: Use of Materials*- Thomas presented the Policy Review Committee's proposed changes to the Use of Materials policy. Key updates include increasing the Lucky Day book limit from two to three, adding new circulating items such as gardening tools and fishing poles, removing itemized repair fee amounts, and adding verbiage regarding patron claims of "never checking an item out." Karen made a motion to accept the changes, which was seconded by Nancy. The motion passed unanimously.
- *Policy #203: Fee Schedule*- Thomas presented the Policy Review Committee's proposed changes to the Fee Schedule policy. Key updates include the removal of references to fines and the mailing fee, as well as the addition of fees for 3D printing. A motion to approve the changes was made by Karen, seconded by Jen, and passed.
- *Policy #204*: *Student Cards:* Thomas presented the Policy Review Committee's proposed changes to the Student Cards policy. Key updates include clarifying limited access to library resources and removing verbiage regarding fines and fees. A motion to accept the changes was made by Jen, seconded by Nancy, and passed.

Other Business was discussed:

- *Solar Study*- Thomas informed the Board that he is exploring a grant opportunity to fund a solar study. This study could potentially position the library to secure future grant funding for a full solar installation.
- *Wucik Bequest*- Nicole provided an update on the Wucik donation, noting that despite initial obstacles with Ameriprise, she successfully reached an agent to review the library's case. The agent provided guidance on the proper steps needed to complete the registration.
- *Spelling Bee*- Thomas is in talks with Candy Maust, GC Director of Elementary Education, to hold a spelling bee.

The next regularly scheduled meeting will be held on July 9, 2026 at 4:00pm at the Accident Branch.

Nancy made a motion to adjourn the Regular Meeting at 4:58pm, seconded by Jeff. The motion carried.

Minutes taken and respectfully submitted by Nicole McCullough.