The Ruth Enlow Library of Garrett County
Board of Library Trustees Meeting
Minutes from August 13, 2026
Oakland Branch – 4:00pm

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

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

The Trustees reviewed the June meeting minutes. There were no minutes for July, as that meeting was canceled due to a lack of pressing agenda items. Karen moved to approve the June minutes, and Jen seconded the motion. The motion passed unanimously.

The Trustees reviewed the financial statements for the period ending August 31, 2026. Nicole noted a $2,500 discrepancy, explaining that Western Maryland Regional Library (WMRL) awarded an additional $2,500 toward the delivery grant beyond the budgeted amount. On a motion by Jen, seconded by Karen, the financial statements were accepted as presented and ordered filed for audit. The motion carried unanimously.

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*- The Planned Giving Committee reported that they met for a special work session to weigh the pros and cons of partnering with the Community Trust Foundation (CTF). The committee decided to first meet with the library's Edward Jones financial advisor to explore internal investment options. It was noted that there is no immediate deadline for this initiative, allowing the committee to thoroughly evaluate every possible scenario before moving forward. Christian emphasized that whichever path is chosen must be streamlined, manageable, and avoid unnecessary burden on internal staff, while still offering growth opportunities and proper management.
- *Friendsville Updates*- Due to the Certificate of Occupancy not being expected until August 18th or 19th, the decision was made to postpone the grand opening previously scheduled for August 20th. Thomas reported that the grand opening will now take place on Friday, October 9th, in concurrence with Autumn Glory Weekend. Thomas also presented an updated quote from Maryland Correctional Enterprises (MCE) for the necessary library Furniture, Fixtures, and Equipment (FF&E). Because the previously approved quote had expired due to a timing delay, the cost increased. Karen moved to approve the revised quote from MCE. Alison seconded the motion, and it passed unanimously.

New Business was discussed:

- *Policy 301: Employment* – Thomas presented proposed policy updates regarding direct deposit enrollment, the removal of "compensatory days" language, and the addition of a clause regarding the use and ownership of communication data. Regarding direct deposit, Christian noted that the organization cannot mandate employee enrollment, proposing instead that policy language reflect automatic enrollment upon hire. Jen moved to adopt the proposed policy amendments with the Board's suggested modification regarding automatic enrollment. Jeff seconded the motion, and it passed unanimously.
- *Policy 301: Conflicts of Interest*- Two minor amendments were proposed for the Conflict of Interest Policy: revising the text to correctly reference the "Board of Trustees" rather than the "Board of Directors," and adding contractors to the section on nepotism. Additional grammatical updates were suggested to insert "the" before every mention of the Ruth Enlow Library. Karen moved to accept the proposed policy amendments as written. Jen seconded the motion, and it carried unanimously.

- *Budget Amendments*- Nicole inquired whether a budget amendment was necessary for the $2,500 grant variance noted in the Treasurer's Report. The Board agreed that the budget serves as a guiding document and that an amendment was not required for a variance of this size. The agenda item was tabled without a vote.

Other Business was discussed:

- *MSRA Audit*- Nicole reported that the library received the final audit letter from the Maryland State Retirement Agency (MSRA) for FY2025. She noted that the report was positive and confirmed that all previously identified findings have been fully satisfied.
- *Time to Care sheet*- Nicole provided an information sheet regarding the Time to Care Act for the Board's reference and review.

The next regularly scheduled meeting will be held on September 10, 2026 at 4:00pm at the Kitzmiller Branch.

Karen made a motion to adjourn the Regular Meeting at 4:44pm, seconded by Jennifer. The motion carried. The Board entered into a closed session to discuss a personnel matter.

A motion was made to adjourn the closed session Meeting at 4:54pm.

Minutes taken and respectfully submitted by Nicole McCullough.