The Ruth Enlow Library of Garrett County
Board of Library Trustees Meeting
Minutes from September 10, 2026
Kitzmiller Branch – 4:00pm

Board members in attendance were Christian Mash; Jennifer Theriot; Jeff Fratz, via Zoom; Karen Malecki; Clinton Bradley, via Zoom; and Nancy Brady. Staff members present were Thomas Vose, Library Director, Nicole McCullough, Executive Assistant, and Diane Kisner, Kitzmiller Branch Manager. Also in attendance was Jason Burkett of Edward Jones.

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

The Trustees reviewed the August meeting minutes. Karen moved to approve the minutes, and Nancy seconded the motion. The motion passed unanimously.

The Trustees reviewed the financial statements for the period ending August 2026. On a motion by Karen, seconded by Nancy, 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.

New Business was discussed:

- *Update from Jason Burkett* – Jason Burkett from Edward Jones presented an overview of the library's three brokerage accounts. The $150,000 account transferred from Fidelity is the most liquid and is invested conservatively. The Apple stock account continues to perform well, with dividends routinely reinvested, while the main large investment account is well diversified and remains accessible. Regarding restricted funds, Karen requested clarification on existing limitations. Jason noted that EJ operates without account restrictions unless explicitly designated by a donor. Jason addressed endowment options, noting that while donor funds can be periodically transferred to EJ, the existing accounts are not structured as a formal endowment under EJ's operating model. Karen inquired about Jason's compensation structure. Jason explained that as a fiduciary, he receives approximately 1% of the market value of the investment account. He emphasized that he receives no commissions or incentives to make changes that do not benefit the library, aligning his interests directly with ours—when the account grows, so does his compensation. He praised the Board for maintaining a steady, unemotional approach through market ups and downs. Lastly, while he noted it was not strictly necessary, he suggested we could consider a slightly more aggressive approach for the conservative money market account. Following Jason's departure, Christian revisited the discussion regarding restricted funds. Karen explained that Nicole confirmed from historical minutes that while these funds were originally designated as liquid emergency funds, the Board officially voted on September 12, 2024, to remove that designation effective retroactively to June 30, 2024. Per the minutes, this retroactive backdating was done specifically to satisfy a query submitted by the auditors at the time.

Old Business was discussed:

- *Friendsville Updates*- Thomas provided several updates regarding the Friendsville branch. HVAC repairs are nearing completion, and all books have been secured and moved out of storage, though issuance of the occupancy permit remains pending. He officially confirmed the Grand Opening date for Friday, October 9th. Regarding branch furnishings, the estimated arrival time for new furniture is 10 to 12 weeks out. To bridge the gap, Thomas secured free, pre-owned furniture from the Cecil County Library for temporary use. Once the permanent furniture arrives, any excess pieces can be absorbed by other branches or offered to other libraries via sale or donation.

New Business was discussed:

- *Open Board Position* – Christian advised that following Alison's departure, there is an open position on the Board. During a brief discussion, it was noted that the Board currently maintains good regional representation, so finding

a candidate with a financial background would be ideal. Nicole and Christian both suggested Maggie Robey as an excellent fit, and Nicole agreed to initiate outreach to her.

- *Red Van*- Nicole provided an update regarding the red van, noting substantial rust damage to the rear. An initial quote of $2,698.76 was submitted to bring the vehicle to basic working condition; however, full repair needs cannot be evaluated until the immediate drivability issues are resolved. Thomas consulted with Roger, who confirmed that the library can temporarily manage using two vans. Additionally, Thomas mentioned the potential use of unrestricted surplus funds from WMRL toward a replacement van. The Board directed staff to seek additional repair quotes to determine if restoring the van is feasible.
- *Digital Skills Grant*- Thomas reported that REL was awarded $15,000 as part of a combined Maryland Rural Pathways to Prosperity Network (MD Pathways) grant administered through Allegany College. The funds are designated for purchasing laptops to teach digital skills and providing incentives for program participants, with purchases made upfront and reimbursed by the grant. Staff received three quotes for seven identical Dell laptops from Amazon, Dell, and Chips Network. Amazon offered the lowest bid at $965.00 per laptop. Thomas noted that the incentives would include food, drinks, and prizes to encourage attendance. Karen motioned to accept the low bid from Amazon for the laptops and allocate up to $2,000 for additional prizes and incentives. The motion was seconded by Christian and passed unanimously.

Other Business was discussed:

- *Annual Report*- Thomas informed the Board that the draft of the Annual Report is available for review. He proudly highlighted a major literacy achievement, noting that 130 children completed the 1,000 Books Before Kindergarten program this year. Nicole added to the celebration, sharing that her daughter, Riley, was among the recent program graduates.

The next meeting was originally scheduled for the third Thursday, October 15, due to Autumn Glory, but conflicted with several scheduling commitments. Christian proposed postponing the meeting to October 22 to accommodate everyone's schedules. Jenn seconded the proposal, and it passed unanimously. The next Board meeting will take place on October 22, 2026, at 4:00 PM at the newly opened Friendsville Branch.

Christian made a motion to adjourn the Regular Meeting at 5:23, seconded by Karen. The motion carried.

Minutes taken and respectfully submitted by Nicole McCullough.