The Ruth Enlow Library of Garrett County
Board of Library Trustees Meeting
Minutes from October 22, 2026
Friendsville Branch – 4:00pm

Board members in attendance were Christian Mash; Jennifer Theriot; Jeff Fratz; Karen Malecki; Clinton Bradley; and Nancy Brady. Staff members present were Thomas Vose, Library Director and Nicole McCullough, Executive Assistant. Also in attendance virtually were Chris Lehman and Jonathon Cortright of SB & Company.

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

**New Business** was discussed:

- *Audit* – In the interest of guests' time, Chris Lehman and Jonathon Cortright from SB & Company were invited to speak first regarding the audit findings for the fiscal year ended June 30, 2026. Chris conducted a review of the basic financial statements, required supplementary information, and budgetary comparisons. The discussion focused on the significant growth in capital assets resulting from the ongoing construction phase of the new Friendsville library branch. Chris reported that management review and quality control checks yielded an unmodified (clean) opinion, indicating that financial controls across all areas were effective. He noted that while a standard financial audit is not a forensic audit; the team maintains professional skepticism throughout the process and identified no fraud or material weaknesses in internal controls. He concluded by stating that the audit is complete, pending receipt of the signed management representation letter. Karen made a motion to accept the financial audit report contingent upon the final draft containing no material changes. Jenn seconded the motion, and it passed unanimously.

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

The Trustees reviewed the financial statements for the period ending September 2026. On a motion by Karen, seconded by Jenn, 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*- With a packed agenda, Christian suggested tabling further discussion until the next meeting, but emphasized that a formal decision should be made soon. He reported that the Community Trust Foundation (CTF) recently reached out to inquire about the status of the library's decision. The consensus of the Board was not to move forward with CTF at this time, pending a clearer vision for the endowment. The Board noted that the existing Edward Jones account remains an option to serve as the endowment, while also considering the potential role of the Friends of the Library. Christian advised that he would contact Pam at CTF to inform her of the library's decision not to move forward at this time.

**New Business** was discussed:

- *Boiler Repair* – Thomas advised that the boiler at the main library requires a flush, cleaning, and valve replacement. He presented a service quote of $1,480.00 for the necessary work. Clint made a motion to approve the maintenance quote of $1,480.00 and proceed with the repairs. Karen seconded the motion, and it passed unanimously.
- *Policy #401: Materials Selection* – Thomas presented updated verbiage for the Materials Selection Policy, primarily drafted to maintain compliance with COMAR 14.38.02.01 (The Freedom to Read Act). Revisions recommended by the Policy Review Committee included updating core selection factors, removing redundant video selection criteria, and adding a clause governing the selection of AI-generated materials. Jenn made a motion to accept the

proposed policy changes with one amendment: changing the word "will" to "may" within the AI clause. Clint seconded the motion, and it passed unanimously.

- *Policy #307: Disciplinary Action* – Thomas presented a minor amendment to the disciplinary policy, updating the language to clarify that the Board will be informed of disciplinary issues, replacing the word should. Karen made a motion to accept the one-word policy amendment as presented. Clint seconded the motion, and it passed unanimously.
- *Policy #309: Tuition Reimbursement* – Thomas presented a proposed amendment to the Tuition Reimbursement Policy. The sole modification adds an agreement signature line for any employee utilizing the policy and receiving reimbursement. Karen made a motion to accept the policy change, noting that requiring a signed agreement is standard organizational practice. Nancy seconded the motion, and it passed without objection.
- *Open Board Position* – Christian reminded the Board that following Alison's resignation, there is an open trustee position that needs to be filled. He noted that while geographic representation across the county is currently well-balanced, the Board is seeking candidates with varied expertise and skill sets. Thomas read a list of potential candidates suggested by the branch managers. Nicole reported that she spoke with Maggie Robey, who expressed strong interest in serving on the Board. Once Nicole receives Ms. Robey's resume, she will forward it to the Board for review.
- *Van Repairs* – Thomas presented a repair quote for the library van from Rapid Repair totaling $2,460.33, which was lower than the preliminary estimate submitted by Helbig's. Nicole reported that the van was not in drivable condition and had to be towed to Rapid Repair to receive the estimate. Clint made a motion to accept the $2,460.33 quote from Rapid Repair and proceed with the repairs. Karen seconded the motion, and it passed unanimously.
- *Spam Filter Renewal*- Thomas presented three quotes compiled by Allen for the library's annual spam filter subscription renewal. Jenn made a motion to accept the lowest bid of $2,127.96 from Bell Techlogix, the library's current vendor. Nancy seconded the motion, and it passed unanimously.
- *Oil and Gas Rights* – Thomas presented documentation from an attorney indicating that the Ruth Enlow Library, along with Garrett Hospital and Bethel United Methodist Church, was bequeathed oil and gas rights for a property located in Marion County, West Virginia in 1956. Christian advised that he would like an attorney specializing in mineral rights and real estate law to review the deed and documentation. Nicole volunteered to contact the Bethel UMC trustees to learn how they plan to proceed. The Board will revisit the matter at the next meeting upon receiving further updates.

**Other Business** was discussed:

- *Roger Retirement*- Thomas informed the Board that Roger has submitted his resignation for retirement, effective November 30, 2026. Thomas commended Roger for his 36 years of dedicated service to the library, noting that his contributions will be greatly missed. He confirmed that recruitment to fill the vacant position will begin shortly.
- *Microfilm* – Thomas reported that the final batch of The Republican newspapers has been sent for microfilm processing, and the library received the invoice totaling $6,574.00. Following discussion, the Board agreed to fund half of the invoice ($3,287.00) from library funds and requested that Thomas reach out to the Friends of the Library to solicit funding for the remaining half.

The next regularly scheduled meeting will be held on November 12, 2026 at 4:00pm at the Oakland Branch.

Jenn made a motion to adjourn the Regular Meeting at 5:15pm, seconded by Jeff. The motion carried.

Minutes taken and respectfully submitted by Nicole McCullough.