

Board members in **Attendance** were Christian Mash, Fred Fox, Tina Buckel, Karen Malecki via Zoom, Clint Bradley, and Nancy Brady. Staff members present were Thomas Vose, Library Director.

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

The Trustees reviewed the **Meeting Minutes** from January 13th. Tina identified a misspelling of a board member's name. Fred moved to approve the minutes with the correction, seconded by Karen. The motion passed unanimously.

The Trustees reviewed the **Financial Statements** for the period ending March 2025. Thomas reported spending was within projections, with 67% spent against a 74% target. He announced the budget presentation to the commissioners for April 18th at 4:30 PM. Tina moved to accept the statements, seconded by Nancy. The motion passed unanimously, and the statements were filed.

Nancy Brady was introduced as a new Board member. Christian and Thomas welcomed Nancy and highlighted the importance of the continued community partnership with the Town of Kitzmiller.

The **Director's Report** was reviewed. Thomas reported on his participation in community outreach, including a story time for Healthy Families, radio interviews for WFWM and WKHJ, an escape room event in partnership with Broad Ford Elementary, and attendance at Winterfest. He also highlighted the successful groundbreaking for the Friendsville project, attended by 50 people representing various groups and stakeholders. All branches reported busy months with numerous programs and activities. Despite February's snow days, Maya reported a busy month focusing on community engagement. She noted increased story time participation, a successful cookie decorating program, and a well-attended D&D session. She emphasized her commitment to programs with direct community involvement and mentioned her patron suggestion board, where she tracks and implements community ideas.

**Old Business** was discussed:

- *Planned Giving Committee*- The committee met to discuss revisions to the Friends' bylaws. Thomas reported he would send the bylaws to Cecil County for review, following their foundation planning model. He also stated that the Friends agreed to joint representation and oversight from the Board of Directors.
- *Friendsville Updates*- Thomas reported the groundbreaking event was successful, with the slab expected to be poured by the end of March. He addressed phone pole issues with Potomac Edison and noted progress due to improved weather, anticipating an October completion. Thomas expressed interest in a fundraiser to strengthen the library's partnership with the town. He suggested a Color Run, aligning with this year's SRC theme, "Color our World," as a potential event, possibly combined with Friendsville Days and including a silent auction. Thomas will prepare a proposal for the Friendsville Town Council.

**New Business** was discussed:

- *Antivirus Software Renewal*- The Board reviewed antivirus protection contract quotes. Alan expressed satisfaction with the current vendor, stating there was no need for change. Fred moved to approve the lowest bid from the current vendor, ATS, seconded by Clint. The motion passed unanimously.
- *MRSA Audit*- Thomas reported the completion of an audit by the State Retirement Agency, which identified two areas for improvement. Given the confidential nature of the findings, which pertained to employee pay, they were not detailed in the public meeting. Thomas assured the board that corrective actions were taken and submitted to MSRA. MSRA will issue a final audit report following their review.
- *Policy #308- Leave* – Thomas proposed a minor policy change to Policy #308, recommending the removal of the phrase "At the Oakland Library, employees may contact the Branch Manager if their immediate supervisor

is unavailable," as the Oakland branch lacks a Branch Manager. Clint moved to approve the removal, seconded by Karen. The motion passed unanimously.

- *Board Retreat*- Thomas reminded the Board about WMRL's upcoming Board Retreat to be held at Bedford Springs Resort June 25<sup>th</sup> and 26<sup>th</sup>. He advised the board to reach out to him if they are interested in attending

The next regularly scheduled meeting will be held on Thursday, April 10<sup>th</sup>, 2025 at 4:00pm at the Friendsville Branch (Senior Center).

Karen made a motion to **Adjourn the Regular Meeting** at 4:37pm, seconded by Tina. The motion carried.

Minutes taken and respectfully submitted by Nicole McCullough.