

Board members in **Attendance** were Christian Mash, Fred Fox, Tina Buckel, Linda Ashby (Zoom), Karen Malecki (Zoom), Clinton Bradley, and Diane Nye-Paugh (Zoom). Staff members present were Thomas Vose, Library Director; Nicole McCullough, Executive Assistant; and Melissa Custer, Friendsville Branch Manager.

Fred Fox called the **Meeting to Order** at 4:00pm.

The Trustees reviewed the **Meeting Minutes** from the June 13th meeting. Karen made a motion to accept the minutes with spelling corrections, seconded by Fred. The motion carried unanimously.

The **Financial Statements** from June 2024 were reviewed by the Trustees. Karen questioned the reason for the Books, Collection, Materials line coming in around 7,500 under budget. Thomas advised that we do cut off spending near the end of April to prepare for year-end auditing and that some of the purchasing then falls to the Friends account, as they are not subject to the same timeline and reporting. He also advised that he would speak with Amy and provide an update. Fred mentioned hearing reports regarding state cuts in funding for the arts and asked if the library would feel any effects from those cuts. Thomas indicated that the State Library would be well-informed and would have reported any impacts. Additionally, the Board discussed the timing and expectations of the upcoming audit. Tina motioned to accept the Financial Statements, seconded by Clint. The motion passed without opposition and the statements were received and filed.

The **Director's Report** was reviewed by the group. Thomas indicated that he recorded a spot with WFWM radio station to advertise the Summer Reading Program. Thomas reported that he hosted the National Trivia Championship at ALA as an annual fundraiser. Eighty people (11 teams) of the best reference librarians in the nation were in attendance. Melissa reported positive programming for the Summer Reading Club including backyard birding, ice cream science, and a visit with a horse named Mellow who arrived in a jeep! Thomas and Melissa indicated that there would be a nice promotion regarding the new library during the Friendsville Days Celebration.

Old Business was discussed:

- Foundation Planning- Thomas offered an opportunity for continued discussion on foundation planning and invited questions or comments on the Cecil County documents. Christian informed the Board that Cherie Krug, Director of the Garrett College Foundation, would present to the Board of Trustees in August, providing an opportunity to inquire about foundation formation. Thomas suggested exploring a Friends Patreon model, while Christian noted the Garrett College Foundation's cyclical fundraising approach and endowment focus. The Board engaged in preliminary discussions on potential foundation structure, identifying key areas for further exploration including management, estate planning, and marketing. Christian suggested the planned giving committee meet soon to initiate the preliminary groundwork. Thomas reported the Friends' consideration of investing \$25,000 each in a one-year CD, a three-year CD, and a money market account, and requested a proposal from Jason Burkett.
- Friendsville Updates- Thomas presented the final construction documents to the Board for review. Following the presentation of the building plans, the Board expressed positive feedback. Upon final approval, Murphy & Dittenhafer Architects will initiate the bidding process.

New Business was discussed:

- Grantsville Laptop- Thomas presented three comparable quotes for a replacement Dell 3540 laptop for the Grantsville Library from Allen. He recommends the \$819 model available on Amazon. Diane made a motion to approve the Amazon quote for the Dell computer for Grantsville, seconded by Karen, and passed.
- Environmental Assessment- Thomas informed the group that the next phase of the Friendsville project involves a comprehensive environmental assessment to identify potential contaminants such as lead, asbestos, underground storage tanks, and other hazardous materials. Triad Engineering, recommended by the County, has submitted a proposal for this assessment in the amount of \$2,499. A motion to approve the Triad Engineering proposal was made by Clint, seconded by Tina, and carried.

Other Business was discussed:

- Staff Communications- The Board received letters of appreciation from Suzanne Bonser and Anna Skeweris, expressing gratitude for the approved salary increases for the fiscal year and acknowledging the Board members' time and volunteer service.
- Short Story Cube- Thomas shared his experience with the short story cube at the ALA conference. This device generates and prints a brief, entertaining story with the push of a button. While intrigued by the technology, he noted the significant upfront cost of \$6,000 and additional annual content fees of \$2,400 make it a prohibitive purchase for the library at this time. He simply wanted to share this interesting tidbit for informational purposes.

The next meeting will be held Thursday, August 8th, 2024 at 4:00pm at the Oakland Library.

A motion was made by Clint and seconded by Linda to **adjourn Open Session** at 5:01pm and move into closed session to discuss personnel matters. The motion carried.

Minutes taken and respectfully submitted by Nicole McCullough.