

Board members in **Attendance** were Christian Mash (Zoom), Fred Fox, Linda Ashby, and Karen Malecki (Zoom). Staff members present were Thomas Vose, Library Director and Nicole McCullough, Executive Assistant.

Fred Fox called the **Meeting to Order** at 4:07pm.

The Trustees reviewed the **Meeting Minutes** from the May 9th meeting. Christian made a motion to accept the minutes, seconded by Karen. The motion carried unanimously.

The **Financial Statements** from May 2024 were reviewed by the Trustees. Thomas also provided an update on the final projections for the fiscal year end, indicating the library should close the fiscal year in the black. Linda motioned to accept the Financial Statements, seconded by Karen. The motion passed without opposition and the statements were received and filed.

The **Director's Report** was reviewed by the group. Thomas advised that there were 140 attendee interactions at the Celtic Festival in Friendsville on June 1st and over 100 people stopped by the booth at Oakland's Kick Off To Summer event on June 8th.

Old Business was discussed:

- **FY25 Budget-** Thomas informed the Board that the County approved the FY25 budget request which included a 3% salary increase for REL staff and a \$17k increase to offset the lost revenue from waived fines for minors. After some clarifying questions were asked regarding if the salary increases were merit based or basic COLA increases and whether we were meeting the minimum wage requirements and corresponding rate scale, Thomas requested a motion to approve the budget. Christian made a motion to approve the budget as a whole, seconded by Linda. The motion passed unanimously. Linda made a motion to approve the 3% salary increase in the budget, seconded by Karen. The motion passed unanimously and Thomas advised that he would provide letters for the staff.
- **Foundation Planning-** Thomas wanted to share some resources he found regarding the formation of a foundation and advised that he would electronically share the information from Cecil county. Christian suggested that the Planned Giving Committee should meet to get the ball rolling.
- **Board Retreat-** Christian reported that he enjoyed the Board Meeting Retreat, indicated the topics that were presented to be informational and relevant, and that he found benefit in meeting with colleagues from WMRL.
- **Friendsville Update-** The Friendsville new building design is largely complete, construction documents are moving steadily on track and the project will move out to bid soon. Thomas indicated that discussions are occurring regarding the temporary location of the library during construction and what amenities and services will be offered. Thomas advised we'll start packing up in July and he has WMRL funds reserved for storage costs, if necessary. The Board expressed the desire for an official ground breaking ceremony, including the invitation of local and former dignitaries, Friendsville Town Council, business owners, and the Quilters. Thomas conveyed the Friendsville community seems excited and described some of the design elements of the new building that pay homage to the town and community.

New Business was discussed:

- Grantsville Laptop- Grantsville is in need of a new laptop; however, the Board decided to table this discussion due to the need of updated quotes and capped capital spending in the current fiscal year. Nicole did advise that Allen was able to run some updates on the current laptop to get it working better until a replacement can be purchased.
- Software Subscription- Thomas reported our Maryland Education Enterprise Consortium (MEEC) software is up for renewal at a cost of \$1670.52, which is down about \$60 from last year. Christian made a motion to confirm the MEEC software renewal, seconded by Karen. The motion passed.

Other Business was discussed:

- Orphans Court- Thomas received a letter from the Orphans Court of Fredrick County regarding the estate of Virginia Lee Neff, indicating the library was included in her will along with 4 other charities. The libraries portion of the generous bequest totals around \$61k.
- Library Survey- Thomas advised that of the 24 public library systems in Maryland, 20 are completely fine free. Those that still charge fines are Garrett, Allegany, St. Mary, and Washington counties.
- Upcoming Audit Concerns- Nicole indicated that she's found some oddities and strange charges on the credit card without invoices that are concerning. She's been keeping a record of the irregularities to review with the auditors and wanted to make the Board aware.

The next meeting will be held Thursday, July 11, 2024 at 4:00pm at the Friendsville Library.

Linda made a motion to **adjourn Open Session** at 4:50pm. Fred seconded and the motion carried.

Minutes taken and respectfully submitted by Nicole McCullough.