

Board members in **Attendance** were Christian Mash, Fred Fox, Tina Buckel, and Karen Malecki (Zoom). Staff members present were Thomas Vose, Library Director; Nicole McCullough, Executive Assistant; and Allen Dunson, System's Administrator. Also present via Zoom were William Souders, SEK; Lisa Clemons; and Ralph Muenstermann, Murphy & Dittenhafer Architects.

Christian Mash called the **Meeting to Order** at 4:04 pm.

New Business was discussed:

- **Audit Presentation-** William Souders presented the completed audit report to the Board of Trustees. The report included an overview of the audit scope and objectives, a summary of the audit findings and conclusions, and an unmodified opinion. This opinion indicated that the auditors were not aware of any material errors or misstatements in the financial statements based on their audit findings. The first part of the audit provided a narrative overview and high-level summary of the financial statements that followed. This summary reflected a current year and prior year comparison of activity. William explained that governmental reporting presents information in two main formats:
 1. Full accrual economic focus: This format shows all assets and liabilities of the library.
 2. Modified accrual focus: This format only shows current assets and liabilities and concentrates on current resources.

William guided the Board through the entire audit, providing detailed information on each section. At the end of the presentation, William indicated that the organization was in compliance with governmental auditing standards and reported a clean opinion, meaning there were no findings to report for either a compliance or internal control aspect. Christian asked a clarifying question regarding the definitions of "restricted/unrestricted" and "assigned/unassigned." William confirmed that anything assigned could be reversed by the Board of Trustees. Fred made a motion to accept the audit, seconded by Tina. The motion passed without objection.

- **CAP-IT Request-** Allen reported that due to the unfamiliarity with the new vendor, their request for payment, and time constraints, the advanced gateway security deal discussed at the last meeting fell through. As the service deadline is quickly approaching, Allen suggested to the board that they renew the service agreement with the current, trusted vendor, Bell Techlogix, and then shop for new equipment next year. He provided an updated quote for a one-year renewal from Bell Techlogix for \$5,582.57. The quote from the vendor who didn't work out was only \$130 less than Bell Techlogix's. Karen made a motion to accept the quote from Bell Techlogix, seconded by Fred. The motion passed.

The Trustees reviewed the **Meeting Minutes** from the September 12th meeting, the September 20th bid opening, and the September 26th special meeting. Tina made a motion to accept the minutes, seconded by Fred. The motion carried unanimously.

The **Financial Statements** from September 2024 were reviewed by the Trustees. Christian questioned the high rate of mileage reimbursement. Nicole explained that most mileage reimbursement is paid through the LSTA and WMRL grants; however, recent reimbursements were not eligible expenses for grant reimbursement due to the nature of the travel. Fred moved to accept the Financial Statements, seconded by Karen. The motion passed unanimously, and the statements were received and filed.

The **Director's Report** was reviewed by the group. Thomas reported attending the Bethel AME Church rededication, Oktoberfest in Grantsville, the monthly health planning council meeting, and the Recovery Picnic

hosted by the GC Health Department. He reviewed activities at the branches, promoted the upcoming play "Murder by the Book" in partnership with Our Town Theater, and highlighted the library's involvement in the Town of Oakland's Great Small Town Christmas event, including a coloring contest and a StoryWalk featuring a local author. Thomas also provided an update on Friendsville, noting that the collection and IT equipment had been moved to the senior center and that the necessary Town variance had been obtained.

Old Business was discussed:

- *Friendsville Construction Contract*- Thomas reviewed the three bids submitted for the Friendsville project and recommended against accepting the three alternates included in the bid packets. The board agreed that the alternates were unnecessary. While Ralph had personal experience with only one of the contractors, he expressed no objection to any of the bidding companies. Thomas reminded the board that the procurement policy states that the bid should be awarded to "the lowest responsible and responsive bidder." Ralph confirmed that all bids were inclusive of all trades. Fred moved to accept the bid by Fairchance Construction, seconded by Tina. The motion passed unanimously. Thomas will proceed with the contract process.
- *Friendsville Furniture Contract*- Thomas and Lisa explained the furniture procurement process as it relates to state funding. They noted that we are required to contract with MCE, who will provide a list of waived items that we can then purchase from other vendors. Thomas and Lisa reported that, based on the quotes for furniture and shelving, we are significantly under budget. Fred moved to accept the MCE bid, seconded by Tina. The motion passed unanimously. We received three quotes for furniture not provided by MCE and one for shelving. Tina moved to accept the Benjamin Roberts bid for furniture and the LFI bid for shelving. Fred seconded the motion, and it passed unanimously. Lisa will contact the selected vendors.
- *Fine-Free Discussion*- Tabled until the next meeting.
- *Planned Giving Committee*- Tabled until the next meeting.

New Business was discussed:

- *Reappointments*- Linda and Diane's terms are ending in December 2024. Christian will reach out to them to see if they are interested in serving another term. The item was tabled until next meeting.
- *Banking Access*- Nicole suggested adding Karen as a backup for banking approvals. Fred made a motion to add Karen as a user for ACH banking approval, seconded by Tina. The motion carried.

Other Business was discussed:

- *Bequest Received*- Thomas reported that the library received a generous \$60,212.26 donation from the estate of Virginia Neff. He will contact the executor to express gratitude and inquire about submitting a press release to publicize this significant contribution.

The next regularly scheduled meeting will be held on Thursday, November 14th, 2024 at 4:00pm at the Oakland Branch.

Open Session was adjourned at 4:58pm. The Board entered into a closed session to discuss HR issues. Fred made a motion to **Adjourn the Closed Session** at 5:10pm, seconded by Karen. The motion carried.

Minutes taken and respectfully submitted by Nicole McCullough.