

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

Christian Mash called the **Meeting to Order** at 4:09 pm.

The Trustees reviewed the **Meeting Minutes** from the August 8th meeting. Karen made a motion to accept the minutes, seconded by Diane. The motion carried unanimously.

The **Financial Statements** from August 2024 were reviewed by the Trustees. Fred 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 reviewed activities taking place at the branches, reported that with our assistance, the Maryland Libraries booth at the Maryland Association of Counties won 3rd prize, and that he has been invited by Kenny Heath of WFWM to record a radio spot advertising upcoming events and highlighting current initiatives.

Old Business was discussed:

- Friendsville Project- Thomas provided an update on the Friendsville project. The Baxter Group completed the asbestos, lead, and PCB survey on the building, and the inspection revealed traces of all hazardous materials, including lead paint in the walls, asbestos tiles, and PCB light fixtures. Thomas advised that removal of the hazardous materials was required before demolition and that he had requested quotes for asbestos abatement. The Town of Friendsville will hold a variance hearing on October 1 regarding the parking requirements for the property. Thomas advised that he received a quote for moving the collection to storage and would continue searching for additional quotes. He also indicated that Snowy Creek Storage is the only storage location in the area that offers climate-controlled storage. The Board chose to move forward with Snowy Creek Storage and will vote on moving companies at the special meeting scheduled for Thursday, September 26th.
- Audit Update- Thomas reported that the audit is progressing smoothly, with approximately two-thirds of the requested materials already provided. Auditors inquired about the designation of funds transferred from the Fidelity account to the Edward Jones account. Previously designated as an "emergency fund" within the Fidelity portfolio, the Board discussed whether this designation remained applicable following the transfer. Clint clarified that the Board can implement or modify fund designations at any time, as the funds are unrestricted. He recommended reviewing the funds with Jason to determine the necessity of an emergency designation and, if applicable, the appropriate amount to allocate for this purpose. Clint proposed a motion to undesignate the funds effective June 30, 2024, to address the auditors' query. Diane seconded the motion, which was subsequently approved unanimously. Thomas noted that this topic would be revisited in future meetings to further explore the Board's preferences.
- Planned Giving Committee- Thomas reported that the Friends of the Library expressed openness to exploring a restructuring of their organization into a more endowment or foundation-focused model. He noted that the establishment of an endowment would require careful consideration, including consultations with Jason at Edward Jones and Brian Boal as an advisor. Additionally, the organization's bylaws may need to be amended, and appropriate controls and policies would need to be implemented to ensure

effective oversight and successful management. The Friends also voted to adopt a similar investment structure for their funds as currently utilized by the library.

New Business was discussed:

- Friendsville Fines- Given Friendsville's temporary location and the absence of an after-hours book drop, Thomas suggested operating the library on a fine-free basis during this interim period. While a formal vote was not necessary, there was a general consensus among the Board members for Thomas to proceed as Director and implement the fine-free policy.
- Fine Free- The library currently adheres to a Maryland Public Library law exempting individuals under 18 from library fines. As of October 1, a new law has taken effect, making materials intended for children fine-free regardless of the borrower's age. Among the 27 jurisdictions in Maryland, only four entities, including Ruth Enlow, still charge fines. Thomas sought the Board's input on whether to adopt a fine-free policy for all materials, noting that from a staff and administrative standpoint, such a policy would be more practical. Thomas proposed to gather additional data on return rates and historical fine payments to facilitate a more informed discussion on this matter at a future meeting.
- First United ACH increase- Nicole informed the Board that the architect for the Friendsville Project has requested a transition from check payments to ACH payments. To accommodate this change, the library must request an increase in the daily ACH limit from First United Bank. The bank requires official minutes or a letter from the Board, approved by a quorum, to authorize the limit increase. Nicole proposed raising the limit to \$100,000 per day to accommodate payroll ACH transfers and Murphy Dittenhafer invoices. Karen suggested that the limit could be reduced once the Friendsville Project is completed. Linda moved to increase the ACH limit to \$100,000, subject to any applicable restrictions. Karen seconded the motion, which was unanimously approved.

Other Business was discussed:

- MSRA Audit- Thomas reported that the Maryland State Retirement Agency will conduct an audit to verify compliance with payroll and membership regulations.

The next regularly scheduled meeting will be held on Thursday, October 17th, 2024 at 4:00pm at the Oakland Branch. A special meeting will be held Thursday, September 26, 2024 at 4:00pm at the Oakland Library for reviewing bids.

A motion was made by Tina to **adjourn Open Session** at 5:45pm. Karen seconded the motion and the motion carried.

Minutes taken and respectfully submitted by Nicole McCullough.