

Board members in **Attendance** were Christian Mash, Fred Fox, Tina Buckel (Zoom), and Karen Malecki. Staff members present were Thomas Vose, Library Director and Nicole McCullough, Executive Assistant. Also present was Cherie Krug, Executive Director of the Garrett College Foundation.

Christian Mash called the **Meeting to Order** at 4:06pm.

Old Business was discussed:

- Cherie Krug/Foundation- The Board of Trustees invited Cherie Krug to give a presentation on planned giving. She provided an introduction into planned giving, clearly explaining what planned giving is and its importance in fundraising. She described the various types of planned giving vehicles, such as bequests, charitable trusts, and life insurance donations and highlighted the advantages of planned giving for both the donor and the organization. Cherie stressed the importance of understanding the library's needs and goals in the development of a planned giving program and in identifying potential donors, developing compelling messages to attract those donors, and fostering effective communication strategies to maintain donor engagement and trust. Christian thanked Cherie for sharing her knowledge and insight with the board and for providing the group with a comprehensive understanding of planned giving and the role of a planned giving committee. Cherie offered additional assistance and guidance as we progress in foundation planning.

The Trustees reviewed the **Meeting Minutes** from the July 11th meeting. Tina made a motion to accept the minutes, seconded by Fred. The motion carried unanimously.

The **Financial Statements** from July 2024 were reviewed by the Trustees. Karen motioned to accept the Financial Statements, seconded by Fred. 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, highlighting the busy and well-attended Summer Reading Club events. He indicated that he recorded a podcast with Connor Norman from Garrett County Economic development and Conner visited the library this morning, he will be attending MACO next week, and the library received a nice donation of \$500 from the Grantsville Lions Club.

Old Business was discussed:

- Friendsville Updates- Thomas provided an update on the Friendsville project. He initially expressed concerns over the sunset date of the state grant to fund 90% of the project; however, received confirmation from the State Librarian that the grant would continue to be honored through the life of the project. He advised that the request for bids was posted today and would close on September 20, 2024. He indicated that the Mayor and Town Council of Friendsville decided that we would need to request a variance from the Town regarding parking at the library accompanied by an application fee of \$200. Climate controlled storage facilities and moving companies are currently being researched and Thomas will work with Melissa and Amy to facilitate the moving of the collection. The comprehensive environmental assessment by Triad Engineering, previously approved by the Board, is no longer required for the Friendsville project; however, we do have to complete an Asbestos, Lead, and PCB survey. Thomas presented an estimate from the Baxter Environmental Group for \$5,346.00. Fred made motion to engage with the Baxter Environmental Group, seconded by Karen. The motion passed unanimously. Thomas advised the Board

that while the initial appraisal for the Friendsville property came in at \$200,000, the second appraisal was only \$153,000 and now the state is indicating that we need to make up the difference of the \$47,000 in local contributions, from the reserve fund.

New Business was discussed:

- Special meeting for bids- Thomas requested the planning of a special board meeting for the sole purpose of approving of the bids on Thursday, September 26, 2024 at 4:00pm at the Oakland Library. The Board members present were in agreement and the meeting was scheduled.
- Audit- Thomas advised that we are currently working on the audit and we have received the information to log into the portal and upload requested documentation. We have requested a partial in-person audit.
- Job Description- Thomas presented the job description for the new library assistant position for approval. The new position was formed by merging the positions of Library Associate and Office Assistant. Tina motioned to approve the description for the new position, seconded by Karen. The motion passed unanimously.

Other Business was discussed:

- Demaree Inflatable Donations- Fred recognized the generous donation from Dave and Mimi Demaree of Demaree Inflatable Boats in honor of his mother.
- Grantsville Laptop- Tina reported that the Grantsville staff was overjoyed to receive the new laptop, and expressed their gratitude to the Board.
- Edward Jones- Thomas asked if the Board would like to discuss the Edward Jones shareholder reports we receive periodically. The Board agreed to keep the records on file for review as necessary, but they will not be discussed at meetings.

The next regularly scheduled meeting will be held on Thursday, September 12th, 2024 at 4:00pm at the Kitzmiller Branch. A special will be held Thursday, September 26, 2024 at 4:00pm at the Oakland Library for reviewing bids.

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

Minutes taken and respectfully submitted by Nicole McCullough.