

**Board of Library Trustees for Caroline County**  
**April 11, 2018 Minutes**  
**Approved June 20, 2018**

The meeting was called to order in the Federalsburg Branch Library's meeting room at 5:48 pm by President Carol Visintainer.

Carol Visintainer, Terenda Thomas, Tomas Davila, Bart Johnson, Wayne Dhue, Debby Bennett Executive Director, Jeanne Trice, Federalsburg Branch Manager, and Amanda Courie, Youth Services Manager were present.

Board members Amy Brandt and Steve Fleegle were not present.

There were no members of the public present.

**Minutes**

Bart Johnson moved that the minutes of January 25, 2018 be approved as written. Tomas Davila seconded the motion. It was approved unanimously.

**Treasurers Report**

Ms. Bennett reviewed with the Board both the Balance Sheet and the Treasurer's Report. The reports were accepted to be filed for audit.

**Staff progress report and statistical highlights**

- The report was emailed ahead of the meeting and briefly discussed. Lynn Fuchs also sent down a pictorial display and list of library programs offered the public since January.
- Ms. Bennett provided some basic statistics provided by Ann Reinecke and John Courie.
- Library Success Story included in the progress report:  
Sarah D., one of our regular customers at the Federalsburg Branch, was in a couple of weeks ago asking if we had something to help her son Reese learn the alphabet. We guided her to the Alphabet Knowledge Early Literacy Activity Box, and she happily checked it out. Today she returned the Activity Box and reported that he had gone from knowing 6 letters to knowing 23 letters, just by using the materials every day. And she's checking out another one today, to continue building his pre-reading skills!

**For Board Approval**

- Ms. Bennett reviewed all the proposed changes to the Staff Handbook, which included the revision of the sick leave policy to a new Sick and Safe Leave policy that includes part-time staff and meets the new state law. The board had approved the new Sick and Safe Leave policy via email February 2, 2018 so that the Office Manager could meet with all the part-time staff to explain their new sick and safe leave and meet the February 11, 2018 deadline of the law. Wayne Dhue made a motion to approve the proposed revisions. Bart Johnson seconded the motion. It was approved unanimously.

- Ms. Courie reviewed her team's proposal to revise the Library Code of Conduct regarding food in the library and a revision of policy regarding allowable ages to use the youth areas. If approved, the separate Teen Zone policy will no longer be needed. After a good discussion, Bart Johnson moved to accept the proposal. Tomas Davila seconded the motion. It was approved unanimously. The board thanked Ms. Courie and her team for their work to keep our Code of Conduct current and meaningful for our customers.

### **Report of the Executive Director**

- Ms. Bennett discussed the County Commissioners' FY2019 budget roundtables held on March 6 and her discussion with the Commissioners regarding our FY2019 Operating Budget request at their budget work session on March 27.
- Five staff were able to attend the Public Library Association conference which was held in Philadelphia March 20 – March 25. Library Services and Technology Act (LSTA) grant funds paid for their attendance.
- Ms. Bennett discussed issues with erosion at the Central Library on First Street and the corner of First and Market. She has a team working with her to come up with a storm water management solution and plans to have a proposal to share with the board at their June meeting.
- Work with the Becker Morgan Group continues on the development of a proposed Capital Improvement Plan for the Central Library. Hopefully we will have a proposal to bring to the board at their June meeting.
- The Maryland Library Legislative Day was held in Annapolis on February 20. Ms. Bennett attended. It was a day of thanking our legislators for their continued support of Maryland's public libraries and their support to make the Division of Library Development and Services a separate agency entitled the Maryland State Library Agency.
- The Friends of the Library's annual Mini Golf in the Library fundraiser this February was the best yet. They raised \$6,819 after expenses.
- HB136 (St. Mary's County library board appointment) died in committee.

### **Old Business**

- Ms. Bennett said at this point the County Commissioners are planning to give us half of the requested Operating Budget increase over last year. This extra funding will help fund the Assistant Director position, which has been empty since July 2010.
- The County Commissioner's proposed FY19 Operating and Capital Budgets to be publically proposed at their final county budget hearing May 8, 2018 at 6 pm at the Greensboro Volunteer Fire Company. Dr. Visintainer plans to attend with Ms. Bennett. Ms. Thomas hopes to attend as well.

## **New Business**

- Nomination for second terms for Caroll Visintainer and Steve Fleegle:  
Wayne Dhue moved that the board recommend Caroll Visintainer and Steve Fleegle to the Caroline County Commissioners the reappointment for a second term. Tomas Davila seconded the motion. It was approved unanimously.
- Nominations for FY2019 officers:  
Mr. Johnson made the following nominations, which will be voted on at the June meeting.  
    President: Caroll Visintainer  
    Vice President: Steve Fleegle  
    Treasurer: Terenda Thomas  
    Secretary: Wayne Dhue
- Ms. Bennett requested that the June meeting be moved from June 13 to June 20. The board agreed to this change.

At 7:17 pm Terenda Thomas moved to adjourn. Wayne Dhue seconded the motion. It was approved unanimously.

## **Actions taken**

- Approved the January 25, 2018 board meeting minutes.
- Approved revisions to the Staff Handbook including a revised Sick and Safe Leave policy.
- Approved the changes to the Code of Conduct regarding food in the library and a revision of policy regarding allowable ages to use the youth areas, which makes the separate Teen Zone policy no longer necessary.
- Approved nominating to the Caroline County Commissioners the re-appointment for a second term both Caroll Visintainer and Steve Fleegle.
- Agreed to change the June meeting date from June 13 to June 20.

Dates of next meetings: June 20, 2018; August 8, 2018, October 10, 2018, January 9, 2019

Respectfully submitted by Wayne Dhue, Board Secretary