

**Board of Library Trustees for Caroline County**  
**January 24, 2017 Meeting Minutes**  
**Approved April 12, 2017**

The meeting was called to order in the Central Library's large meeting room at 5:55 PM by President Caroll Visintainer.

Caroll Visintainer, Steve Fleegle, Terenda Thomas, Wayne Dhue, Amy Brandt, Gale Nashold, Bart Johnson, and Debby Bennett, Executive Director were present for the meeting. Also present to make a proposal to the board was Jeanne Trice, Federalsburg Branch Manager.

County Commissioner Larry Porter joined the board and had a conversation with the board about what the county is facing regarding expected revenues, taxes, and large up-coming capital costs. He left at 6:30 pm.

**Minutes**

- Amy Brandt moved that the minutes of October 12, 2016 be approved as written. Terenda Thomas seconded the motion. It was passed unanimously.
- Bart Johnson moved that the minutes of the November 2, 2016 special meeting be approved as written. Amy Brandt seconded the motion. It was passed 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 quarterly report with statistical highlights**

The report was emailed ahead of the meeting and briefly discussed. Ms. Trice is the library's liaison to the Friends of the library. She gave an overview of the Friends of the Library's upcoming Second Annual Mini Golf at the Library fundraiser and thanked Mr. Fleegle and Mr. Nashold for both being a sponsor of the event. The Friends have a few new board members, who are bringing new energy and enthusiasm to the group.

**For Board Approval**

Federalsburg Branch mini renovation funding

- Ms. Trice, Federalsburg Branch Manager requested to spend all the Damon Bee funds on a mini renovation of the Federalsburg Branch's first floor. (In January of 2015, the library received a bequest from the estate and trust of Damon Bee totaling \$20,000. This bequest was given specifically to the "Federalsburg Library" and is to be used for that branch. )
- Total estimated cost for the project is \$27,000.
- Ms. Trice gave an overview of the project's costs and benefits to the community.
  - The goal of this project is to create an updated, community-friendly interior that maximizes space, seating and safety, and demonstrates that the donation to the library is being used to benefit the community.
  - A secondary, but no less important goal is to create a safer environment for staff and customers by improving staff's visual access into hard-to-see areas and creating lines of sight into stacks, teen and children's areas.
- The Friends of the Library also are contributing \$5,000 towards this project. Ms. Bennett added that she can find any remaining needed funds.

Amy Brandt made a motion to fund this project using all of the Damon Bee funds. Bart Johnson seconded the motion. It was passed unanimously.

Ms. Trice left the meeting after her presentation.

#### Youth Services funding request

- Ms. Bennett reviewed the Youth Services Manager's request to use \$1425.00 from the Unrestricted Gifts Account for Summer Learning Programs for special STEM programs next summer. One program will be at the end of FY17. The other two will be in the beginning of FY18.

Terenda Thomas made a motion to accept this request of \$1425.00 from the Unrestricted Gifts Account. Bart Johnson seconded the motion. It was passed unanimously.

#### Request for additional open hours

Ms. Bennett requested that the Board approve opening Fridays at Central at 10 am starting July 1, 2017. (Currently opening at noon). This will not affect staffing. It will gain 104 open hours annually.

Steve Fleegle made a motion to accept this proposal. Amy Brandt seconded the motion. It was passed unanimously.

#### Sunshine Committee request for FY2018

Ms. Bennett reviewed the Sunshine Committee's request for \$1,500 from the library's overdues/book sale funds for its budget for Fiscal Year 2018. The Committee strives to promote staff morale and recognize their efforts to provide excellent customer service. The committee also provides a small token to the library's adult volunteers annually to thank them for their service.

Amy Brandt moved to fund the Sunshine Committee's request of \$1,500 for FY2018. Terenda Thomas seconded the motion. It was passed unanimously.

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

- Ms. Bennett and Dr. Visintainer recently met with the County Administrator and County Chief of Staff regarding the library's capital plans and requests for funding from the county. The county has some very large capital projects to address and continues to have limited capital funds. They would like to see the library manage more of its capital needs without requesting county funds. They suggested that the library board use some of their restricted fund balance towards capital improvements.
- MRDC update – we still have some leaks. We continue to report them to Tammy Duff, who informs the roofer MRDC has engaged to repair the roof.
- Upcoming Library Legislation -
  - Feb 14 will be the MD Library Legislative Day. The board members were all given invitations to attend the 5:30 pm – 7:30 pm reception.
  - There will be one library bill this year requesting to move Maryland Public Libraries and the Division of Library Development and Services out of MSDE (K-12) and to create a new governing structure entitled the Maryland State Library Board (MSLB). This would position MSLB as its own branch of Education along side MSDE and the Maryland Higher Education Commission. We would stay in the MD Education Law, in the State Teachers Retirement, and MSDE would still oversee librarians' certification/recertification. The cost is revenue neutral. Ms. Bennett provided handouts with more information that could be used for talking points with our legislators.
- Ms. Bennett discussed some big changes coming up -
  - Central Library: Staff combined the Information Desk with the Circulation desk to streamline public services. This is a step towards a new central public service desk for the Central Library.

- We had an architect and interior designer from Becker Morgan come visit the Central Library to discuss developing a refresh/improvement plan for the Central Library. They also visited the Federalsburg Branch and reviewed our mini renovation plan there and thought it was solid.
- Update on moving to a regional ILS (automated circulation, catalog, etc) - Polaris was chosen (we are currently using SirsiDynix in Caroline). The move to Polaris is scheduled for August 2017. There will be a lot of staff work and training happening between now and August.
- We are anticipating some staffing changes for FY18, which include two announced retirements to happen at the end of FY17.
- Open hours plan – The staff are continuing to look at ways to open more hours and provide more outreach.
- The library is being awarded the Caroline County Chamber of Commerce’s Best Non-Profit award this year. The Awards Banquet will be held Jan 26. Ms. Bennett, Ms. Trice and all but one of our board members plan to attend.
- Ms. Bennett was honored to receive the Dr. Martin Luther King, Jr. Image Award from the Denton Police Department at their Dr. Martin Luther King, Jr. Basketball Classic event held January 16, 2017 in Easton. The police departments of Denton, Easton, Cambridge, and members of the Town of Federalsburg chose someone from their towns to receive this award each year. Ms. Bennett brought the trophy to the meeting for the board to see.
- Staff will be working with the Chesapeake Culinary Center to catalog and automate their cookbook library in the near future. We would like to make them a public school branch, along with the school media centers. This will most likely happen after August 2017.
- The New Royal Farms store on Route 404 outside of Denton donated \$500 to the library at their grand opening event. The library was one of a handful of non-profit agencies to receive a donation.
- Youth Services Manager Amanda Courie has been accepted to attend the Public Library Association’s Leadership Academy, which will be held March 20-24, 2017 in Portland, Oregon. The library has staff development grant funds to pay for her expenses.

### **Old Business**

There was no old business discussed.

### **New Business**

Ms. Bennett reviewed with the board the county’s FY18 budget calendar and asked that some of them attend each of them.

#### Proposed FY18 Capital budget

Ms. Bennett reviewed her proposed FY18 County Capital Improvement Budget. She is proposing not to request any capital funds from the county for FY18.

Terenda Thomas moved to accept the proposed FY18 Capital Improvement Budget as written.

Bart Johnson seconded the motion. It was passed unanimously.

#### Proposed FY18 Operating budget

Ms. Bennett explained her proposed budget, which includes nominal increases for the staff. The county is planning to give a 3% increase to their staff, so expect the library to also propose to give their staff a nominal increase. Ms. Bennett hasn’t received official word of the proposed FY18 State Aid amount yet, but does expect an increase. The proposed budget would be asking for a small increase from the County Commissioners to support the staff salary increases. Steve Fleagle made a motion to approve the budget as proposed with the understanding that Ms. Bennett will correct the State Aid amount when she receives notification. Gale Nashold seconded the motion. It was passed unanimously.

Closed Session/Discussion of the Performance of a Specific Employee  
Authority: 2009 Md. Code, State Government 10-508(a)(1)  
Attendees: Visintainer, Nashold, Thomas, Dhue, Johnson, Fleegle, Brandt

At 8:15 pm Terenda Thomas moved that the board move into closed session. Gale Nashold seconded. It was passed unanimously.

At 8:50 pm Terenda Thomas moved to reconvene in Open Session. Amy Brandt seconded the motion. It was passed unanimously.

Dr. Visintainer reported that the board discussed a new contract for the Executive Director and her annual evaluation.

Gale Nashold moved that the meeting adjourn. Steve Fleegle seconded the motion. It was passed unanimously. The meeting adjourned at 8:55 PM.

**Actions taken**

- Approved the October 12, 2016 Board meeting minutes.
- Approved the November 2, 2016 Special Board meeting minutes.
- Approved to spend all the Damon Bee funds on a mini renovation of the Federalsburg Branch's first floor.
- Approved to use \$1425.00 from the Unrestricted Gifts Account for Summer Learning Programs for special STEM programs next summer.
- Approved the Sunshine Committee request for \$1,500 from library overdues/booksale funds for FY18.
- Approved opening the Central Library on Fridays at 10 am starting July 1, 2017.
- Approved the proposed FY18 Capital Improvement Budget for the County.
- Approved the proposed FY18 Operating Budget as proposed with the understanding that Ms. Bennett will correct the State Aid amount when she receives notification.

Next meetings: April 12, 2017; June 14, 2017; August 9, 2017; October 11, 2017

Respectfully submitted,

Debby Bennett for Wayne Dhue, Board Secretary