

Board of Library Trustees for Caroline County
January 27, 2016 Meeting Minutes
Approved May 4, 2016

The meeting was called to order in the Central Library's small meeting room at 5:40 PM by President Caroll Visintainer.

Caroll Visintainer, Amy Brandt, Steve Fleegle, Terenda Thomas, Bart Johnson, Gale Nashold, Wayne Dhue, Debby Bennett, Executive Director, and Ann Reinecke Central Library Manager were present. Ms. Reinecke departed after her policy proposal.

There were no members of the public present.

Minutes

Bart Johnson moved that the minutes of the October 14, 2015 meeting be approved as written. Steve Fleegle 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.

Revised Meeting Room Policy review

Ms. Reinecke reviewed the changes made to the policy. In addition to adding the fees for for-profits, which was approved by the Board in October; the staff recommended removing the restrictions of religious and political groups from using the meeting rooms and streamlined the document. Bart Johnson moved that the board approve the staff's recommendation. Steve Fleegle seconded the motion. It was passed unanimously.

The Board asked that the staff post a copy of the Library Rules of Conduct in the meeting rooms and cover those rules with first time meeting room users.

Report of the Executive Director

- MRDC
 - The leaks continue. Ms. Bennett gets updates from Mr. Benzing on work progress to remedy the problems.

Old Business

Revised Teen Zone policy

- The Board reviewed their email vote for the staff's recommended revised Teen Zone policy. The board affirmed that vote.

Library Foundation

- Ms. Bennett discussed the people recruited for our initial steering committee, including local attorney Bob Jarrell, David Hanlin, who manages the Washington County Free Library's Foundation, Marion Jackson, who has been a long time member of the Talbot Free Library's Foundation. Ms. Bennett will coordinate with Ms. Brandt to set up an initial meeting in February.

New Business

PNC Bank list asked to update their list of people authorized to make decisions about the Board's accounts. Currently Ms. Bennett, Ms. Fuchs Office Manager, and Ann Reinecke, Central Library Manager are on the list. The Board added Board Treasurer Terenda Thomas to the list.

Proposed FY17 Capital budget

Ms. Bennett requested that she be allowed to email the proposed FY17 Capital budget to the Board next week for their review and approval. The Board agreed to her request.

Proposed FY17 Operating budget

Ms. Bennett explained her proposed budget, which includes nominal increases for the staff. We expect a small increase from the State and would be asking for a small increase from the County Commissioners. Gale Nashold made a motion to approve the budget with the revision to give a \$1000 increase to the Executive Director's salary. Amy Brandt seconded the motion. The Board unanimously approved Ms. Bennett's proposed draft with the one revision.

At 7:30 pm Terenda Thomas moved that the board move into closed session. Bart Johnson seconded. 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 pm Gale Nashold moved that the board reconvene the open. Terenda Thomas seconded. It was passed unanimously.

Wayne Dhue moved that the meeting adjourn. Bart Johnson seconded. It was passed unanimously. The meeting adjourned at 8:05 PM.

Actions Taken

Approved the October 14, 2015 Board meeting minutes.

Approved the revised Meeting Room Policy.

Affirmed the emailed approval of the revised Teen Zone policy.

Approved the proposed FY17 Operating Budget.

Next meetings: April 13, 2016, June 8, 2016, August 10, 2016, October 12, 2016

Respectfully submitted,

Wayne Dhue, Board Secretary