

Board of Library Trustees for Caroline County Public Library
October 11, 2017 Meeting Minutes
Approved January 25, 2018

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

Carroll Visintainer, Amy Brandt, Tomas Davila, Wayne Dhue , Bart Johnson and Debby Bennett, Executive Director were present. Roy Geisler, TGM Group and Lynn Fuchs Office Manager were present to review the draft FY2017 audit.

Board members Terenda Thomas and Steve Fleegle were not present.

There were no members of the public present.

FY2017 Audit

Roy Geisler reviewed the audit with the board. He also reviewed with the board the library's restricted, assigned, and committed funds to-date. Bart Johnson moved to accept the audit as submitted. Wayne Dhue seconded the motion. It was approved unanimously.

Mr. Geisler and Ms. Fuchs left the meeting at this point.

Minutes

Bart Johnson moved that the minutes of August 9, 2017 be approved as written. Tomas Davila 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 progress report with statistical highlights

- The report was emailed ahead of the meeting and briefly discussed.
- Quote from a library customer in their progress reports.

Library customer comment Sept 5, 2017

"Whenever anyone talks about cutting funding, I tell them they better not touch the library! I just think we have the best library. What a helpful place. I can't think of a single time when I've come in and someone hasn't been friendly and helpful. If the first person can't answer my question, they find someone who can. And if they don't have the book I want on the shelf, they order it for me! It's wonderful!"

Barbara Manley, a long-time library customer in Denton.

- Highlights were the success of our first Multi-Cultural event at the North Count Branch on September 16, and the growth in size and popularity of our MakerSpace area at the Central Library.

For Board approval

Proposed FY2017 Annual Report

Bart Johnson moved to accept it with allowance for board members to email Ms. Bennett feedback in the next few days for any minor changes they would like to recommend. Amy Brandt seconded the motion. The motion passed unanimously.

Updated Continuity of Operations Plan

Amy Brandt moved to approve the plan as written. Tomas Davila seconded the motion. The motion passed unanimously.

Request to permanently change the North County Branch hours on the Wednesday before Thanksgiving from noon – 8 pm to 10 am – 6 pm.

Wayne Dhue moved to approve the request. Bart Johnson seconded the motion. It was passed unanimously.

Request to carry over more than the allowable hours of vacation from calendar year 2017 to calendar year 2018 for Ann Reinecke, due to the unusual circumstances of loss of staffing and significant responsibilities she upheld over the summer and into the Fall moving the library and schools over to the new consortial ILS.

Amy Brandt moved to allow the extra carry over if needed. Tomas Davila seconded the motion. It was passed unanimously.

Report of the Executive Director

Staffing changes update

- Still understaffed and regrouping after a busy summer of programs and the move to the consortial ILS. The three new staff are coming along well. We will be hiring one more part-time public service library associate in the next few months.

ILS update

- Staff are slowly working through learning the new system and reporting problems to be fixed. Ann Reinecke, Amanda Watson, and John Courie have been a terrific team working with the staff and school media specialists and reporting issues to the Eastern Shore Regional Library staff.
- Customers are thrilled to be getting materials very quickly through the consortium.

Staff in-service day October 9, 2017

- Focus this year was on Active Shooter training, brainstorming with Emily McMullen from the Becker Morgan Group on what could be improved at the Central Library to help with the Capital Improvement Plan. They reviewed briefly the Continuity of Operations Plan and finished the day exploring some of the new items in the MakerSpace area.

Becker Morgan Group – Central Library Capital Improvement Plan

- Staff conducted a customer survey and held two customer focus groups to invite customer feedback on what they liked and what improvements they would like to see at the Central Library. This feedback will be combined with

the feedback from the brainstorming session at the staff in-service day. Becker Morgan staff will work on a few draft scenarios for Ms. Bennett and her managers to review before coming up with a proposed plan for the board. The goal is to have the proposed plan ready for the January board meeting.

Federalsburg mini-renovation

- Completed in September, the staff and customers love the new furniture. The library feels more open and inviting.
- An Open House will be planned for some evening in November.

Friends of the Library

- They have scheduled their annual Mini-Golf in the Library Fundraiser at the Central Library for Feb 24-25, 2018.

Facilities

- Central Library roof repairs to take care of two leaks and annual maintenance was done in September.
- The back-up generator for the Central Library's server room was installed in August.
- Central Library brick sidewalk repairs should be completed this fall.

Materials Security System

- Ms. Bennett discussed with the board that the library's 22 year old materials security system is slowly failing. The managers met and decided it was time to discontinue using it, instead of purchasing a new system. A one page list of reasons delineating why this is a good idea was included. Ms. Bennett wanted to board to way in on this decision. The board agreed with the managers.

New library car

- Ms. Bennett reported that the new car was delivered, trading in the old car. She thanked Mr. Dhue again for all his assistance helping her choose a model and work with the county to purchase it through the state purchasing program, saving the library money.

Old Business

- Ms. Bennett reported that SirsiDynix accepted split payments this year and next July 2018 with no penalty.
- Ms. Bennett and Dr. Visintainer met with County Administrator Ken Decker on August 29 to update him on our capital projects and our SirsiDynix contract.

New Business

- There was no new business.

At 7:10 pm Amy Brandt made a motion that the meeting be adjourned. Wayne Dhue seconded the motion. It was passed unanimously.

Actions taken

- Approved the August 9, 2017 Board meeting minutes.
- Approved the FY2017 Audit as prepared.
- Approved the FY2017 Annual Report
- Approved the updated Continuity of Operations Plan
- Approved the permanent change of open hours at the North County Branch the Wednesday before Thanksgiving from noon – 8 pm to 10 am – 6 pm.
- Approved the carry over of extra vacation time if needed for Ann Reinecke from calendar year 2017 to calendar year 2018.

Dates of Next Meetings: January 10, 2018; April 11, 2018; June 13, 2018; August 8, 2018

Respectfully submitted by Wayne Dhue, Board Secretary