

**Board of Library Trustees for Caroline County**  
**October 14, 2015 Meeting Minutes**  
**Approved January 27, 2016**

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

Caroll Visintainer, Amy Brandt, Steve Fleegle, Terenda Thomas, Bart Johnson, Debby Bennett, Executive Director, and Ann Reinecke Central Library Manager were present. Office Manager Lynn Fuchs and auditor Roy Geiser from TGM Group were present at the beginning of the meeting.

Gale Nashold and Wayne Dhue were not present.

There were no members of the public present.

**Audit**

Mr. Geiser reviewed the library's FY2015 audit with the board. Mr. Geiser also reviewed the fund balance categories and what was spent in each of them in FY2015. Some discussion regarding pros and cons of creating a library foundation were discussed with Mr. Geiser. Bart Johnson moved that the audit be approved. Steve Fleegle seconded the motion. It was passed unanimously.

**Minutes**

Amy Brandt moved that the minutes of the June 10, 2015 meeting be approved as written. Terenda Thomas 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. Noted was the decrease in traffic and circulation this last quarter at the North County Branch. The branch had to close several days due to roof renovations and other repairs the landlord was having done. Other days when the branch was open, repair work limited parking and caused difficulty accessing the facility.

**Annual Report for FY2015**

Ms. Bennett reviewed the report with the board. She praised her team who worked on it, with special thanks to Christy Cheezum, who designed the document. Terenda Thomas moved that the board accept the FY2015 Annual Report as written. Bart Johnson seconded the motion. It was passed unanimously.

**Annual Plan for FY 2016**

Ms. Bennett reviewed the proposed plan for the year, noting the new, streamlined format. The quarterly report is formatted the same. Steve Fleegle moved that the FY2016 Annual Plan be accepted as written. Amy Brandt seconded the motion. It was passed unanimously.

**Internet Policy review**

Both the staff and the board reviews this policy annually to see if any revisions are needed. The

staff recommended that no changes be made. Bart Johnson moved that the board approve the staff's recommendation. Amy Brandt seconded the motion. It was passed unanimously.

### **Annual review of fees with staff recommendations**

Ms. Reinecke reviewed the staff's recommendations for 5 changes.

- Increase the charge for computer printouts, photocopies and Reader/Printer printouts from \$.20/page to \$.25/page.
- Resume the \$5.00 replacement charge for lost library cards when the grant-funded cards are exhausted.
- Starting January 1, 2016, charge \$1 for each Caroline County Public Library item not picked within the 10-day hold period.
- Initiate meeting room charges for For-profit businesses.
- Reduce Fax charge from \$2 per page to a flat \$1.

Bart Johnson moved that all recommendations be approved, along with the resulting necessary changes in related policies. Steve Fleegle seconded the motion. It was passed unanimously.

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

- MRDC
  - Good relations are continuing with the new Executive Director, Chris Benzing.
  - Leaks in NCB, along with the rest of the Greensboro Community Center continue. After the last two heavy rainstorms, NCB had leaks in three of the usual places. MRDC is working to address the issues.
- The library staff held a "Meet and Greet" hour with new School Superintendent John Ewald the morning of October 9. Board President Caroll Visintainer was able to attend. The staff enjoyed getting to know Mr. Ewald and shared with him the library's role in education and as a partner of the Caroline County Public Schools.
- The annual Staff In-Service Day held each year on Columbus Day was held October 12. The training was on mindfulness and how to better communicate by using active listening skills, being wary of "metamessages", and listening with compassion.
- Talbot Free Library is celebrating its 90<sup>th</sup> anniversary. They are holding a celebration event on October 15, 2015. The library sent flowers from the Board and staff. Ms. Bennett will attend the event.
- The Eastern Shore public libraries are planning two meetings with state representatives from Districts 36 and 37. Ms. Bennett will attend the October 27 event for representatives of District 36 and invited the members of the board to join her. She needs to RSVP to John Venditta, Eastern Shore Regional Library this week for a head count. The event will be held at the Queen Anne's County Library, Centreville at 8 am.

### **Old Business**

Amy Brandt ran a fundraising discussion, following up on the last meeting's discussion.

- Ms. Brandt and Ms. Bennett met with Bob Horvath, Director of the Talbot Free Library in September to learn about their library foundation. Ms. Brandt recommended that we follow up on a number of recommendations Mr. Horvath made to pursue the creation of a library foundation for the Caroline County Public Library.
- Ms. Brandt also said Mr. Horvath highly recommended that our board send out an annual written request for donations to the library. His board does this typically in November – early December each year and raises around \$15,000. This money is used annually in their following year's operating budget. They also request funds from their foundation on an annual basis. Ms. Bennett added that the Queen Anne's County Library Board also sends out an annual request for donations in much the same way.
- Next steps were agreed upon which included creating a steering committee. Ms. Brandt

agreed to Chair, and Mr. Fleegle agreed to be on it. They will reach out to a CPA, an attorney and a financial advisor to be on the steering committee. Ms. Bennett will assist.

- Ms. Bennett will get sample annual donation request letters to share with the committee and will email a copy of the Talbot Free Library's Foundation bylaws and FY2014 audit to all the board.

### **New Business**

The board discussed the need for a meeting between the June and October meeting. Amy Brandt moved that the board add a meeting in August. Steve Fleegle seconded the motion. It was passed unanimously.

Bart Johnson moved that the meeting adjourn. The meeting adjourned at 7:40 PM.

### **Actions Taken**

Approved the FY2015 audit.

Approved the June 10 2015 Board meeting minutes.

Approved the FY2015 Annual Report.

Approved the proposed FY2016 Annual Plan.

Approved the Internet Policy.

Approved staff recommendations on fee changes and related policy updates.

Approved adding an August Board meeting.

Next meetings: January 13, 2016, April 13, 2016, June 8, 2016, August 10, 2016

Respectfully submitted,

Bart Johnson for Wayne Dhue, Board Secretary