

Board of Library Trustees for Caroline County
April 12, 2017 Meeting Minutes
Approved June 14, 2017

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

Caroll Visintainer, Steve Fleegle, Wayne Dhue, Gale Nashold, Bart Johnson, and Debby Bennett, Executive Director were present for the meeting. Also present were Ann Reinecke, Central Library Manager; Jeanne Trice, Federalsburg Branch Manager; and Amanda Courie, Youth Services Manager.

Amy Brandt and Terenda Thomas were not present.

There were no members of the public present.

Minutes

Steve Fleegle moved that the minutes of January 24, 2017 be approved as written. Gale Nashold 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 and statistics were emailed ahead of the meeting and briefly discussed.

Amanda Courie gave a brief overview of her learning experience at the Public Library Association's Leadership Academy she attended March 20-24, 2017 in Portland, Oregon. The library's Library Services and Technology Act (LSTA) staff development grant funds paid for her expenses. She was one of 28 chosen from a pool of over 100 applicants from around the nation. Board members asked her questions and had a good discussion with her following her overview.

Jeanne Trice gave an update on her Federalsburg renovation project. Through a misunderstanding on the vendor's end, the estimated price was under-estimated. Jeanne is requesting additional funding from the Friends of the library, but still will need a little over \$3,000 for the new, accurate proposal. She also expects to have to have some electrical work done. Bart Johnson moved that the Board approve an additional allowance of up to \$4,500 from the Carlton Gooden restricted fund to cover these additional amounts. Steve Fleegle seconded the motion. It was passed unanimously. Mr. Fleegle also commented that he knew the late Carlton Gooden and that Mr. Gooden would have loved helping to fund this project.

For Board Approval

Revised staff sick leave policy

Ms. Bennett presented a revised Sick Leave policy from the Staff Handbook. We were able to benefit from having other Maryland public libraries' policies to review as we did our revision. The Board asked Ms. Bennett to also look at Caroline County Government's sick leave policy and see if there are any more revisions she would like to recommend based on their policy. She will do so and will provide an updated revised policy and information about the County's policy at the June 14, 2017 Library Board meeting for the Board to review.

Proposal to hold a Fine Forgiveness Week

Jeanne Trice and Ann Reinecke presented a proposal to hold an Amnesty Week for those with overdue fines and old lost materials fees. They would like to hold it May 15-20. This helps get customers back using the library and gives staff the opportunity to educate them about how to avoid these charges in the future. It also helps Ann clean up our customer database before we migrate over to the regional ILS, Polaris. Bart Johnson moved that the board allow the library staff to hold this event. Gale Nashold seconded the motion. It was passed unanimously.

Proposal to restructure process for getting late materials back

Ms. Trice and Ms. Reinecke discussed how many libraries are moving away from charging overdue fines to a process of checking out the item, one automatic renewal of the item if there are no holds on the item, a reminder of the due date, allowance of 7-9 days for the customer to get the item back, then send the customer a bill for the cost of the item. If the customer brings back the item, they will not have to pay a fee and may continue to check out materials. If they don't return the item, they are blocked from checking out more materials until they return it or pay for it. This streamlines the process for the staff and customers and still provides an incentive to return items on a timely basis. Ultimately there would be a financial cost to the customer if they do not return items. It takes away the financial barrier of using the library that overdue fines creates and as another way to improve the library's customer service. Ms. Reinecke and Ms. Trice requested that the board approve their recommendation to move to this process. They would like to make the change when we move to the new Polaris system. Wayne Dhue made a motion to make this change when we move to Polaris. Gale Nashold seconded the motion. It was passed unanimously.

Report of the Executive Director

- Full time Library Associates Jane Terebey and Peggy Malasky will be retiring June 30, 2017. Both have worked for the library a long time and will be missed. Part-time Library Associates Mina Pincus and Stephanie Woodward will move to full time July 1, 2017. We are advertising for two new part-time Library Associates and hope to have them on board by June.
- The process of moving to the regional ILS is a long one. Staff training will happen over the summer.
- The Maryland General Assembly passed a law this session that establishes the Maryland State Library Agency and the Maryland State Library Board while simultaneously transferring the duties and responsibilities of the Division of Library Development and Services in MSDE to the State Library Agency. The bill is effective July 1, 2017, but there will be a transition period to separate from MSDE. It was passed unanimously in both the House and the Senate.
This legislation ensures the following:
 1. The Public Library statute remains in the Education Article of MD Law
 2. Maryland Libraries retain per capita funding
 3. Maryland Libraries retain their position in the Teacher's Pension System
 4. Maryland Libraries retain librarian certification through MSDE
- Federal: IMLS (Institute of Museum and Library Services) is one of many agencies zeroed out in the President's proposed budget. This would mean the end of LSTA grant funding (Library Services and Technology Act), which funds many statewide library resources and programs and all Maryland public library's LSTA staff development funds. It also affects federal grant funds to

school media centers. Nationally librarians are contacting their representatives to not support this cut.

- We will be purchasing a new phone/voice mail system and computers for public use and staff with this year's county capital funding. The new phone system will be installed mid April – May.

Old Business

Ms. Bennett reminded the Board that the County Commissioners' proposed FY18 Operating and Capital Budgets will be publically proposed at their final County Public Budget Hearing May 2, 2017. Wayne, Gale and Steve plan to attend this meeting with Ms. Bennett. Ms. Bennett emailed the Board the proposed budget the Director of Finance had provided on April 10. The County Commissioners have proposed to fund the library's requested operating budget at the full amount. They are also proposing to provide \$4,500 for Imagination Library.

New Business

Election of new officers and new Trustee member

Dr. Visintainer discussed her having created a nomination committee for a new slate of officers for FY2018 and a nomination committee for a new Trustee member. Gale Nashold's second term on the Board ends June 30, 2017. She will follow up with both committees.

Library Car

Ms. Bennett and the Board discussed the need to purchase a new library car. The plan is to use unrestricted fund balance funds. The current car is a 2006 Honda Pilot with over 100,000 miles. Ms. Bennett will work with Wayne Dhue to access the state vehicle purchasing program for a replacement. Ms. Bennett and Mr. Dhue will provide the board a proposal for the purchase of a new library car at the Board's June 14, 2017 meeting.

Steve Fleegle moved that the meeting adjourn. Bart Johnson seconded the motion. It was passed unanimously. The meeting adjourned at 7:40 PM.

Actions taken

- Approved the January 24, 2017 Board meeting minutes.
- Approved an additional allowance of up to \$4,500 from the Carlton Gooden restricted fund to cover additional costs of the Federalsburg Branch mini renovation.
- Approved a Fine Forgiveness Week.
- Approved to restructure the process for getting late materials back when we move to Polaris.

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

Respectfully submitted,

Debby Bennett for Wayne Dhue, Board Secretary