

Board of Library Trustees for Caroline County
May 4, 2016 Meeting Minutes
Approved June 8, 2016

The meeting was called to order in the Federalsburg Branch meeting room at 5:40 pm by President Caroll Visintainer.

Caroll Visintainer, Amy Brandt, Steve Fleegle, Terenda Thomas, Bart Johnson, Wayne Dhue, Debby Bennett, Executive Director, and Jeanne Trice, Federalsburg Branch Manager were present.

Gale Nashold was absent. There were no members of the public present.

Minutes

Wayne Dhue moved that the minutes of January 27, 2016 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. Office Manager Lynn Fuchs had also provided a photo collage of some of the programs the library provided this past quarter.

For Board Approval

Strategic Plan - Steve Fleegle moved that the Board approve the new Strategic Plan for FY2017 – FY2019 as presented. Amy Brandt seconded the motion. It was passed unanimously.

Meeting Room Policy - amended so that private parties may only book library meeting rooms during open hours and may have to pay a security deposit. Prior approval from the board was given via email April 21, 2016.

These minutes confirm and note the Board's approval.

Discussion: The major concerns are library liability, library building and customer safety, and being able to offer positive experiences to our customers. There are three prior bookings at the Central Library outside open hours that the staff will honor and make sure a staff member is on the premises on those dates.

Materials Donation Policy amended to no longer accept video cassettes, audio cassettes or CDs. People are no longer purchasing them from the library's used book areas and we cannot send them to Better World Books for resale. Terenda Thomas moved that the amended Materials Donation Policy be approved as written. Bart Johnson seconded the motion. It was passed unanimously.

Report of the Executive Director

- Dolly Parton's Imagination Library in Caroline needs its own account to keep those funds separate from the library's funds. This was discussed with our auditor and he agreed. We would like to open the account and have Ms. Bennett and the Board Treasurer, Ms. Thomas on the account. Ms. Brandt confirmed that this would be the proper way to set up the account. The rest of the board concurred.
- Ms. Bennett gave an update on the Central Library's second floor re-carpeting project, small attic/administrative office humidity reduction work, along with a few other improvements.
- Two staff were able to attend the Public Library Association's conference in Denver this April, thanks to LSTA (Library Services and Technology Act) grant funds. Other staff are attending the Maryland Library Association's (MLA) annual conference this week, again funded with LSTA grant funds.
- IT Manager John Courie has been awarded the Citizens for Maryland Libraries' Davis McCarn Technology Award for 2016. He was nominated by the Director of the Carroll County Public Library for his outstanding work on a statewide project entitled SPLICE: Statewide Programming Laptops Initiative for Community Education. He will receive his award at the MLA conference dinner banquet May 5, 2016. Ms. Bennett will attend the banquet with him.
- Dr. Carla Hayden, Chief Executive Officer of Enoch Pratt Free Library has been nominated by President Obama to be the 14th Librarian of Congress.
- North County Branch roof leak update: MRDC officials say they had a roofer assess the library's roof. They will replace part of the roof and repair other sections. They hope to have the work completed by July 2016.
- The late evening rainstorm on May 2 did cause a little leaking at NCB. The Central Library's first floor also saw some leaks. Some ceiling tiles were wet and there was some water on the back counter of the Checkout Desk. Ms. Bennett communicated this information to Caroline County Public Works. Possibly the water entered around the chimneys. She will have them looked at and possibly re-flashed, if that was the issue.
- A date for the Fundraising Steering Committee to hold an initial meeting will be set soon.

Old Business

Ms. Bennett reported on the county's final public budget hearing held April 26. The county commissioners are proposing to give the library half of the requested increase in the FY17 Operating Budget and \$58,000 for capital improvements. They also are proposing to give \$3,000 to the Dolly Parton's Imagination Library in Caroline. They will vote on the FY2017 county budget by the end of May. Ms. Bennett will have a revised FY17 Operating Budget for the board to review and approve at their June 8 meeting.

New Business

Terenda Thomas' first term ends June 30, 2016. Dr. Visintainer reported that she had spoken to Ms. Thomas to see if she was willing to serve a second term. Ms. Thomas is. Amy Brandt moved that the Board nominate Ms. Thomas to serve a second term to the Caroline County Commissioners. Steve Fleegle seconded the motion. It was unanimously passed. Ms. Bennett will send a letter to the County Commissioners requesting the appointment.

FY17 officer nominations – Dr. Visintainer asked the current officers if they were willing to serve

in their same capacity again for FY17. All agreed.

Slate of officers to be voted on at the June 8, 2016 Board meeting are as follows:

President: Dr. Caroll Visintainer
Vice President Mr. Steve Fleegle
Treasurer: Ms. Terenda Thomas
Secretary: Mr. Wayne Dhue

Ms. Bennett requested changing the August Board meeting from August 10 to another date that month. The Board agreed to change the date to August 17, 2016.

Closing remarks

Dr. Visintainer commented on the link to the recording of the recent WBOC Delmarva Life interview with Adult Services Manager Laura Powell about the variety of services we provide our community. She commended Ms. Powell for the great job she did. The board all agreed that they are proud of our staff's accomplishments, including the Citizens for Maryland Libraries' awards given to both Amanda Courie (Outstanding Employee of the Year) and John Courie as noted above. Dr. Visintainer also commented that it was nice to move the Board meetings to one of the other branches from time to time.

Amy Brandt made a motion to adjourn. Bart Johnson seconded the motion. It was passed unanimously. The meeting adjourned at 6:30 pm.

The board then toured the branch with Branch Manager Jeanne Trice before departing. She discussed the plans to upgrade the small kitchenette on the second floor, which also acts as the staff lunchroom. It hasn't been remodeled since 1987. On the first floor, she showed them the new door to her office, which was a recommendation from Federalsburg Police Chief Nagle for staff safety, and shared with them her initial plan to make some changes to create more seating for customers and also improve visibility for staff. She will be providing them with a finalized plan and request for funding at a later date.

Actions taken

Approved the January 27, 2016 Board meeting minutes
Approved the new Strategic Plan for FY2017 - FY2019
Approved the amended Meeting Room Policy
Approved the revised Materials Donation Policy
Approved the nomination of Terenda Thomas to serve a second term on the Board

Next meetings: June 8, 2016, August 17, 2016, October 12, 2016, January 11, 2017

Respectfully submitted,

Wayne Dhue, Board Secretary