

Board of Library Trustees for Caroline County Public Library
June 14, 2017 Meeting Minutes
Approved August 9, 2017

The meeting was called to order in the Central Library's large meeting room at 6 PM by President Caroll Visintainer.

Caroll Visintainer, Steve Fleegle, Amy Brandt, Gale Nashold, Bart Johnson, and Debby Bennett, Executive Director were present.

Also present was John Courie, IT Manager, Larry Porter, Caroline County Commissioner, and Tomas Davila, Caroline County resident.

Board members Wayne Dhue and Terenda Thomas were not present.

Citizens Time

Larry Porter said a few words about Gale Nashold's contributions to the board and on behalf of the county commissioners, thanked him for his years of service on the board. Larry then departed.

Tomas Davila introduced himself and gave a brief bio of himself to the board. He is interested in serving on the board, so came to observe how the library board meetings operated.

John Courie gave a visual presentation of the library's new community calendar and entertained questions from the board.

The board held a brief celebration of Gale Nashold's contributions to the Board and Library. Board president Caroll Visintainer spoke of Gale's many contributions and also all that had transpired at the library during Gale's tenure. John Courie took some group photos. After that, Gale announced that he would not be staying for the rest of the meeting and departed. John Courie also departed at this time.

Minutes

Steve Fleegle moved that the minutes of April 12, 2017 be approved as written. Bart Johnson 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, along with the statistics, which the board received with their packet of information.

Report of the Executive Director

Staffing changes update

- Laura Powell's last day at work was June 9.
- A retirement party for Jane Terebey and Peggy Malasky will be held on their last day of work, June 30 at 11 am at the Central Library. All the board members are cordially invited to attend.

Friends of the Library

- Their Annual meeting will be Saturday, June 24 at the Central Library 10 am – noon.

Citizens for Maryland Libraries

- The board members were given a copy of the latest CML newsletter and October 14, 2017 Annual meeting flier.

County NARCAN training

- Emergency Management Director Bryan Ebling asked Ms. Bennett if she would allow her staff to be trained to dispense NARCAN. NARCAN is a medication that can rapidly reverse an opioid overdose. Given the library is a widely used public agency, Mr. Ebling thinks it is a good idea to have some library staff trained.

Friday Nites in Caroline Performance Series grant funding

- We received word that our Maryland State Arts Council grant proposal for the Maryland Touring Grant program was approved. This will pay half the cost of three performances by performers on the MD Touring Program approved list. The series will run January – March of 2018.

MD State Library Agency update

- The Division of Library Development and Services will officially become the MD State Library Agency July 1, 2017. Staff will be soon relocating from the MSDE building to the Enoch Pratt Library facility that houses the Maryland Library Association. There is still serious concern about the federal funding of the Institute of Museum and Library Services, thus the LSTA (Library Services and Technology Act) grant funds for Maryland. A portion of these funds are the source of the salaries of all but two of the MSLA staff. One staff member has already resigned to take another job.

Regional ILS update

- Work continues to clean up our automated circulation system (i.e. ILS – Integrated Library System) patron and materials databases. Staff are inventorying all our materials at our three locations as well. Training began this week and will continue into July.

Becker Morgan Group – Central Library Capital Improvement Plan

- Becker Morgan staff came up last week to take measurements of the first and second floors of the Central Library. Ms. Bennett and managers will be organizing at least three focus groups (staff, public and partners) to meet with them and the Becker Morgan Group team to discuss facility and program needs of the community.

Delmarva Power work at Central Library/electrical outages

- We have experienced more electrical outages, the last being Saturday, June 10 from 1:30 pm – 4:30 pm. It affected Bargain Beverage and Harry's as well, and possibly some locations on Gay Street. Delmarva Power replaced the new transformer on Monday. More work is to be done later this week to correct whatever the issue is.

Generator for Central Library's server room

- John Courie and Ms. Bennett are working with Dale Kenton, Maintenance Coordinator for Caroline County Public Schools to come up with a plan to install a home-sized back-up generator for the Central Library computer server room to protect the equipment and Internet access from extensive electrical outages. Work will begin in June and be completed in July.

New phone system

- We had to go with our second choice of phone system due to the first choice system not working with our Comcast connections at our North County and Federalsburg Branches. We expect the installation to be completed by the end of June.

Move to fiber at NCB and FDBG

- We received notice that we will get e-rate funding that will help fund fiber costs for NCB and Federalsburg. The County IT department is moving ahead with the fiber installation. We are told we will be able to move from Comcast to the county fiber by December 2017.

New Open Meeting Act law

- Ms. Bennett provided a handout and reviewed the new law that will go into effect in October 2017. One of the changes in the law states that a member of the board needs to take the Open Meetings course offered for free online. Dr. Visintainer stated that she will take the online course. Ms. Bennett will also take it.

Sick leave revision

- We received a copy of the County's staff handbook. We will have recommendations for revisions of our sick leave policy and other staff handbook revisions ready for the board's August meeting.

At 7:20 pm Bart Johnson moved that the Board and Ms. Bennett move into a closed session. Amy Brandt seconded the motion. It was unanimously approved to move into a closed session for the following:

To protect the privacy or reputation of individuals concerning a matter not related to public business
Authority: 2014 Md. Code, State Government 3-305(b)(2)
Attendees: Visintainer, Johnson, Fleegle, Brandt, Bennett

and

Discussion of the Performance and Employment of a Specific Employee(s)
Authority: 2014 Md. Code, State Government_3-305(b)(1)
Attendees: Visintainer, Johnson, Fleegle, Brandt, Bennett

At 7:45 pm Amy Brandt made a motion to move back into open session. Bart Johnson seconded the motion. It was passed unanimously.

Dr. Visintainer reported that the board considered nomination of Tomas Davila to fill the empty position as of July 1, 2017. The board members voted unanimously to nominate Mr. Tomas Davila to the Caroline County Commissioner for appointment to the Board of Library Trustees. She also reported that the board discussed a personnel matter.

Old Business

Library car

- Ms. Bennett reported on the process she and Board member Wayne Dhue took to find a new car for the library through the state vehicle purchasing program. Ms. Bennett contacted Amy Thetford, Purchasing Agent for Caroline County Public Works. Amy was instrumental in finding a dealer that handles state vehicle purchasing contracts and worked Ms. Bennett through the process of selecting a new Ford Explorer. Amy Brandt made a motion to approve the purchase of the new Ford Explorer. Bart Johnson seconded the motion. It was passed unanimously.

Finalize FY18 operating budget

- Ms. Bennett presented a revised FY2018 operating budget. Amy Brandt moved that the board approve the revised FY18 operating budget. Steve Fleegle seconded the motion. It was passed unanimously.

FY18 Capital budget

- Ms. Bennett reminded the board that there will be no county capital funding in FY2018. She has the following capital projects ready with sound proposals to move on early in FY2018. We will be able to pay for them with operating and unrestricted fund balance funds. They include completing the repointing and repair of the Central Library Market Street brick sidewalk, repaving the Central Library's parking lot, completing the installation of the back-up generator for the Central Library computer server room, and the cleaning and repair work of the Central Library's HVAC ductwork. The latter is our next step in reducing the humidity issues on the second floor of the Central Library.

New Business

Elect FY17 officers

Nomination Committee Chair Bart Johnson recommended the following slate of officers for FY2018. It was approved unanimously.

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

Nominations for new board member was reported from the closed meeting report.

At 8:10 pm Steve Fleegle made a motion that the meeting be adjourned. Amy Brandt seconded the motion. It was passed unanimously.

Actions taken

- Approved the April 12, 2017 Board meeting minutes.
- Approved the nomination of Tomas Davila to the Caroline County Commissioner for appointment to the Board of Library Trustees
- Approved the purchase of a new library car
- Approved the revised FY18 Operating Budget
- Approved the FY2018 slate of officers

Dates of Next Meetings: August 9, 2017; October 11, 2017; January 10, 2018; April 11, 2018

Respectfully submitted by Debby Bennett for Wayne Dhue, Board Secretary