

**Board of Library Trustees for Caroline County**  
**June 20, 2018 Minutes**  
**Approved August 15, 2018**

The meeting was called to order at 5:40 pm by President Caroll Visintainer.

Caroll Visintainer, Terenda Thomas, Bart Johnson, Amy Brandt, Steve Fleegle, Wayne Dhue, Debby Bennett Executive Director, and John Courie IT Manager were present. Mr. Courie departed after the board approved his requested revised 3D Printing policy.

Board member Tomas Davila, was not present.

There were no members of the public present.

**Minutes**

Bart Johnson moved that the minutes of April 11, 2018 be approved as written. Wayne Dhue seconded the motion. It was approved 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**

The report was emailed ahead of the meeting and briefly discussed. Lynn Fuchs also provided a pictorial display of recent library programs.

**Report of the IT Manager**

John Courie discussed some major projects he has been working on. As of February Federalsburg and North County Branches were off of Comcast and on to Caroline County Government fiber. He will be installing a new VOIP (Voice over Internet Protocol) phone system within the next month, which will move the library off of old Verizon copper lines on to an Internet based phone service, provide new staff phones, and provide an improved voice mail system. He has been working to virtualize the server room, which in simple terms reduces the cost and size of computer servers. He also discussed his next plans to expand the Makerspace offerings, including a digitization station for the public to use.

**For Board approval**

- Mr. Courie requested a revision to the 3D Printing policy to offer 3D printing for free for general use and only charge for large, complicated print jobs. The Makerspace is a walk-in learning/experiential program for people of all ages. Staff are seeing children wanting to learn about 3D printing and print simple items on a daily basis. We can use programing funds to pay for filament. Amy Brant moved that the board approve the revised 3D Printer Policy as written. Wayne Dhue seconded the motion. It was approved unanimously.

- Ms. Bennett discussed how customers are requesting office supplies such as postage, envelopes, and folders to complete work they have done at the library. The staff would like to offer these items for a base fee of 50 cents per item to provide excellent customer service. The small fee will help defray costs. The board decided this isn't a policy they need to approve, but see this as good practice. They commend the staff for providing this service to library customers.

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

- The Friends of the Library will be holding their Annual Meeting Saturday, June 23 at the Federalsburg Branch from 10 am – noon. They need several new directors. If the board has any names to suggest, please let Ms. Bennett know.
- Ms. Bennett gave an update on the library's work with the Caroline County Public Schools on Caroline County Choose Civility. This was also covered in the staff progress report.
- Ms. Bennett shared the latest diagram for the Central Library capital improvement plan from Becker Morgan and there was a discussion about the need to keep the space mobile and fluid for ongoing change to meet customer needs.
- Several staff were able to attend the Maryland Library Association's annual conference in May due to an additional LSTA (Library Services and Technology Act) grant from the Maryland State Library. Additionally, two managers will attend the American Library Association's (ALA) annual conference in New Orleans later this week. Funding is through LSTA staff development funds and some Eastern Shore Regional Library grant funds.
- Ongoing maintenance continues to take a portion of Ms. Bennett's time, including Central Library heat pump issues.
- Ms. Bennett reminded the Board of the free tools and resources they have from ALA's United for Libraries, paid by the Maryland State Library through September 30, 2018. She provided a handout with details and login information.

### **Old Business**

- Ms. Bennett discussed her proposed revised FY2019 Operating Budget. Steve Fleegle made a motion to approve the revised FY2019 Operating Budget as presented. Wayne Dhue seconded the motion. It was approved unanimously.
- Any FY2019 capital costs will be handled with Operating Budget funds. Ms. Bennett expects to replace at least one Central Library heat pump in the upcoming fiscal year.
- Dr. Visintainer reported that both she and Mr. Fleegle were appointed by the Caroline County Commissioners to serve a second term on the Board.

### **New Business**

Amy Brant made a motion to approve the following slate of officers for FY2019:

President: Carroll Visintainer

Vice President: Steve Fleegle

Treasurer: Terenda Thomas

Secretary: Wayne Dhue

Bart Johnson seconded the motion. It was approved unanimously.

Dr. Visintainer asked that the Board move their August 8 meeting to August 15 due to Ms. Bennett having a conflict on Aug 8. Steve Fleegle made a motion to move the August board meeting to August 15. Wayne Dhue seconded the motion. It was approved unanimously.

At 7 pm Terenda Thomas moved to adjourn. Bart Johnson seconded the motion. It was approved unanimously.

### **Actions taken**

- Approved the April 11, 2018 board meeting minutes as written.
- Approved the revised 3D Printing policy as proposed.
- Approved the proposed slate of officers for FY19.
- Approved the proposed revised FY19 Operating Budget.
- Approved moving the August 8 meeting to August 15.

Dates of next meetings: August 15, 2018; October 10, 2018; January 9, 2019; April 10, 2019