

Board of Library Trustees for Caroline County
August 17 2016 Meeting Minutes
Approved October 12, 2016

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

Carol Visintainer, Steve Fleegle, Terenda Thomas, Amy Brandt, Gale Nashold, Bart Johnson, and Debby Bennett, Executive Director were present. Also present for the first portion of the meeting were Ann Reinecke, Central Branch Manager; John Courie, IT Manager; and Laura Powell, Adult Services Manager.

Wayne Dhue was absent. There were no members of the public present.

Dr. Visintainer amended the agenda, deferring the closed session until the October 12, 2016 meeting.

Minutes

Steve Fleegle moved that the minutes of June 8, 2016 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. Office Manager Lynn Fuchs provided an updated photo collage of many of the programs the library provided this past quarter. Ms. Bennett also shared a copy of the library's Report on its Summer Reading Program submitted to the Division of Library Development and Services. It concisely describes the quality and quantity of programs staff offered people of all ages over the summer. Ms. Brandt mentioned that her daughter, who is going into 4th grade had a summer assignment booklet from her 4th grade teacher, which included a weekly field trip to the library. It listed the library programs being offered along with location, date and time.

Staff presentations

- Laura Powell gave a visual overview of two new electronic resources available for free to Caroline County residents. Hoopla is paid for by the Eastern Shore Regional Library and contains downloadable movies, music, ebooks, and audio books. Rosetta Stone is provided by Sailor and is an interactive language software program.
- Downstairs on the first floor John Courie showed the Board the library's new 3D printers and gave them an overview of their uses, and how learning about and using 3D printers will benefit library customers of all ages. He also discussed the projected growth of use of 3D printing.

We then went back upstairs to continue the meeting.

For Board Approval

- Internet Use Policy: Staff recommended no changes to the policy. Gale Nashold moved that it be approved with no changes. Bart Johnson seconded the motion. It was passed unanimously.
- 3D Policy: This is a new policy recommended by staff. Terenda Thomas moved that it be approved as written. Steve Fleegle seconded the motion. It was passed unanimously.
- Staff Handbook revisions: Updated the library history, changed a section title and updated the Exempt and Non-exempt section based on the new federal law, which goes into affect December 2016. Gale Nashold moved to approve all revisions. Steve Fleegle seconded the motion. It was passed unanimously.

John Courie, Laura Powell and Ann Reinecke then left the meeting.

Report of the Executive Director

- The library had a terrific summer full of a variety of programs for people of all ages as part of its Summer Reading Program. All staff worked to make it successful.
- MRDC has had the NCB roof repaired. They are waiting for some heavy wind and rain storms to ensure the roof repairs were complete. After that, they will work to replace damaged drywall.
- MRDC has invited us to their 30th Anniversary to be held at the Greensboro Community Center on September 10, 2016 at 11 am. There are no details provided at this point.
- The FY2016 audit is almost completed.
- Capital projects: we will be replacing our phone and voice mail system this year. Ms. Bennett has received one proposal for re-carpeting the main area and staff workroom on the first floor in hopes that funds will become available in the near future to continue the re-carpeting of the Central Library. She is also working on getting proposals for re-pointing and repairing the Central Library's Market Street sidewalk.
- Ms. Bennett and Dr. Visintainer discussed Governor Hogan's great June 23rd visit to the Central Library. He spent time touring the first floor and talking with many of the staff and customers in the library. Many photos were taken, which may be viewed on the library's Flickr page.

Old Business

Amy Brandt reported that the Foundation Steering Committee (Amy, Steve Fleegle, Debby Bennett and Caroll Visintainer) met from 5 pm - 5:30 pm before the board meeting. Community member Bob Jarrell was not present, but had shared his thoughts in a prior email.

The committee's recommendation is not to pursue forming a library foundation at this time. The committee felt it was a good exercise to have done to investigate what our options were and what other Maryland public libraries were currently doing. The time, need for additional people for a foundation board, and lack of start-up funds were the main roadblocks. Discussion followed about whether or not the Friends of the Caroline County Library would be interested in segueing over to a foundation. The members of the Board agreed that this was a good exercise and it should be revisited again in a few years.

Ms. Brandt discussed that part of the impetus for considering a foundation was to research how

the board could best manage the John R. Hargreaves restricted fund, created in 1998 from a donation from Mr. Hargreaves' estate. It was decided that since the donation was made directly to the library, not a foundation, that it should stay with the library and be invested per government rules. Ms. Brant reviewed with the Board that members of the Board in 1998 restricted these funds and set the use policy to preserve the principle and use only the interest earned to augment the operating budget. Ms. Brandt made a motion to revise the use policy of the Hargreaves fund to state the following: "The Board of Library Trustees has placed the restriction of investing the principal and extending the interest earned only as needed to augment the library's capital budget and support special projects." Gale Nashold seconded the motion. It was passed unanimously. The Board asked Ms. Bennett to have the auditor review with them at their October meeting the acceptable ways they can invest the library's funds, specifically the Hargreaves funds.

New Business

There was no new business, but there was a brief discussion about what the library is currently digitizing and suggestions regarding how staff can look for possible college interns to assist with the workload.

Steve Fleegle moved that the meeting adjourn. Bart Johnson seconded the motion. It was passed unanimously. The meeting adjourned at 8 PM.

Actions taken

Approved the June 8, 2016 Board meeting minutes
Re-approved the Internet Use Policy (an annual review)
Approved the 3D Printer Policy
Approved the revised Staff Handbook
Approved the revised use policy for the Hargreaves restricted account

Next meetings: October 12, 2016; January 11, 2017; April 12, 2017; June 14, 2017

Respectfully submitted,

Debby Bennett for Wayne Dhue, Board Secretary