

Board of Library Trustees for Caroline County Public Library
August 9, 2017 Meeting Minutes
Approved October 11, 2017

The meeting was called to order in the Central Library's large meeting room at 5:45 PM by President Caroll Visintainer.

Caroll Visintainer, Steve Fleegle, Amy Brandt, Tomas Davila, Terenda Thomas and Debby Bennett, Executive Director were present.

Board members Wayne Dhue and Bart Johnson were not present.

There were no members of the public present.

President Visintainer welcomed new board member Tomas Davila to the board.

Minutes

Amy Brandt moved that the minutes of June 14, 2017 be approved as written. Steve Fleegle 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 progress report with statistical highlights

The report was emailed ahead of the meeting and briefly discussed. The staff are now including a quote from a library customer in their progress reports.

Library Facebook page customer comment July 12, 2017:

"Every library in Caroline County does not disappoint. Even the smaller Federalsburg Branch is wonderfully set up with amazing staff, book options and extra events (toddler reading, legos, movies, bubble lady, etc.) Seriously, check out any branch, you won't regret it." Jennifer Spencer

For Board approval

- The board approved the proposed FY2018 Annual Plan.
- The board reviewed and approved the Internet Policy with the recommendation of no changes from the staff.

Report of the Executive Director

Staffing changes update

- Christy Cheezum's last day of work will be August 11. Rachel Calloway has been moved into Christy's position. We will re-advertise for a part-time Library Associate I to fill the position Rachel vacated. Lisa Clemens began work on August 3 as another new part-time Library Associate I.
- We are still not where we need to be with covering public service hours.

Central Library Capital Improvement Plan

- We will be holding two focus groups on September 13, one in the afternoon and one in the evening, inviting the public to attend. Specific invitations will also go out to key government people, partners, and key library customers. Our Becker Morgan team will be present to help us run the meeting.

- A survey will run from August 28 – Sept 8 to gather more input. It will be online and on paper.

Annual Staff In-service day October 9 (Columbus Day)

- We will spend part of the day reviewing the feedback from our Sept 13 focus groups and surveys with staff and brainstorming. Someone from the Becker Morgan team will attend this as well.

Multi-Cultural event at NCB Sept 16 from 10 am – 2 pm

- Caroline County is experiencing growing diversity in our population. The purpose of this event is for the library together with a number of partners to provide an event that celebrates our diversity through food, music and information.

Narcan training for staff

- A nurse from the Heath Department trained library managers and other staff on when and how to dispense Narcan to an individual we think is overdosing. We were given boxes of Narcan for each branch and one per trained staff.
- We will create a Narcan policy for the Board to approve. We have a copy of the Carroll County Public Library's policy.

ILS update

- Staff have received training, have inventoried the collections, cleaned up the patron and materials database per guidance from the new ILS vendor, Polaris.
- School Media Specialists will receive training and support from our staff.
- Aug 9 began our coming off of SirsiDynix and going into a very limited off-line mode while Polaris takes our databases and those of the other 7 Eastern Shore county public libraries to create the new consortial database.
- We hope to be back up running on the new system by Aug 21 or before. Customers will enjoy an easy to use public access catalog and will see what other Eastern Shore public libraries offer. They will be able to place holds on these other materials. Our schools will continue to just lend and borrow with us. Our staff are excited about the circulation module they will be using. It is much easier than what we've been using. Also, we've never been able to afford an acquisitions module before. The Eastern Shore Regional IT staff will be managing the system, so that will free up some time for John, Ann and Amanda Watson. ESRL also isn't charging any of the eight libraries or our schools for the migration or FY2018 year costs.

Old Business

FY18 operating budget

- Dr. Visintainer discussed while we and the public schools are enjoying our first year in the new regional ILS consortia for free, we must break our contract with SirsiDynix. We had to pay for the first quarter of FY18, plus a substantial fee for breaking the contract. Ms. Bennett and Dr. Visintainer discussed this with Milton Nagel, Assistant Superintendent of Administrative Services and asked him to pay what the schools would have paid for the year. He agreed to that. Ms. Bennett formally requested via emailed letter to SirsiDynix that they review their final bill in view that we paid for the first quarter of this year, and also that we be allowed to pay over two fiscal years. They responded the same day that they would review and get back to her. She has not received any further communication from them to date.
- Ms. Bennett shared two possible revised budgets with the board depending on whether we pay in one or two years. They discussed that they will review the operating budget at their October meeting.

- Steve Fleegle moved that the board approve payment of the entire SirsiDynix bill this year with the caveat that if SirsiDynix would accept payments this year and next with no penalty, Ms. Bennett is authorized to do so. Terenda Thomas seconded the motion. The motion passed unanimously.

FY18 Capital budget

- Ms. Bennett reminded the board that there is be no county capital funding in FY2018. She reviewed our capital projects that were planned in FY2017 for FY2018, plus one unplanned capital cost. We planned to pay for them with operating funds and some unrestricted fund balance funds. They include completing the repointing and repair of the Central Library Market Street brick sidewalk, replacing the Central Library's workroom heat pump that failed in July, completing the installation of the back-up generator for the Central Library computer server room, and purchasing a new library car. The total is approximately \$72,839, dependent on the trade-in received for the old library car and final costs for the generator project. The board discussed that these are not operating costs and should be noted as capital costs. Terenda Thomas moved that the board approve \$72,839 of unrestricted fund balance to pay for these capital projects. Amy Brandt seconded the motion. The motion passed unanimously.
- Ms. Bennett will update our capital budget doc we provide the county and send it to them.
- The cleaning of the Central Library's HVAC ductwork was completed last weekend and will stay in the operating budget.
- Repaving the Central Library's parking lot will be considered in FY2019.

Ms. Bennett and Dr. Visintainer will meet with County Administrator Ken Decker when he returns from vacation to update him on our capital projects and our SirsiDynix contract.

New Business

There was no new business.

At 7:25 pm Tomas Davila made a motion that the meeting be adjourned. Amy Brandt seconded the motion. It was passed unanimously.

Actions taken

- Approved the June 14, 2017 Board meeting minutes.
- Approved the FY18 Annual Plan
- Approved the Internet Policy with no revisions.
- Approved the payment of the SirsiDynix bill with specific instructions.
- Approved the use of \$72,839 of unrestricted fund balance to pay for FY18 capital projects.

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

Respectfully submitted by Debby Bennett for Wayne Dhue, Board Secretary