

Board of Library Trustees for Caroline County
Meeting Minutes
January 29, 2020
Approved April 15, 2020

The meeting was called to order at 5:35 pm by President Caroll Visintainer.

Present were Caroll Visintainer, Terenda Thomas, Tomas Davila, Amy Brandt, Steve Fleegle, Bart Johnson, along with Executive Director Debby Bennett; Assistant Director, Jonah Owens; and Public Services Manager, Rebecca Brendel.

Library Associates Allison Todd and Kait Thornberry were present to observe a library board meeting as part of a Library Associate Training Institute assignment.

Board member Wayne Dhue was not present.

Members of the public:

President of the Caroline County Commissioners Larry Porter attended the beginning part of the meeting. He began by thanking the members of the Board for their time as Board members and for their support to the Library. He then gave an overview of the Maryland education reform proposal by the Kirwan Commission, expected to cost the state up to \$1.2 billion annually by 2030 and Caroline County a projected \$5.5 million annually in addition to maintenance of effort funding. It is still under discussion both at the state level and local level on how to fund Kirwan. Some counties won't need to increase their funding to their local public schools. Caroline County, one of the poorest in the state, is one that will. After answering questions, Mr. Porter left the meeting.

Minutes

Steve Fleegle moved to accept the October 9, 2019 meeting minutes as written. Tomas Davila seconded the motion. It was unanimously approved.

Treasurer's 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

Mr. Owens reviewed some of the highlights of the report, including some of the recent programs in the Makerspace, the upcoming Friends of the Library's Mini Golf in the Library fundraiser February 15 and 16, and the joint Library & Arts Council Murder Mystery Dinner Theatre event February 28 and 29. He also gave an update on the Central Library meeting room AV system upgrade. Proposals are still coming in with total costs widely varying. We will keep the Board updated on the project.

For Board approval

- Ms. Bennett reviewed with the board the library staff Sunshine Committee's request for \$1500 from the library's book sale funds for FY2021. Amy Brandt made a motion to approve the request. Bart Johnson seconded the motion. It was approved unanimously.
- Ms. Bennett stated that she will be getting a library credit card for Mr. Owens. She appreciates that the Board wants to be kept apprised about which staff have library credit cards. There will be four with Ms. Bennett, Ms. Fuchs and Mr. Courie being the other card holders.
- Ms. Bennett requested that the Board approve moving the Barbara Manley unrestricted \$1000 donation for 2019 to their Unrestricted Gifts Account to hold to help fund the purchase of new furniture for the Central Library. Terenda Thomas moved that the Board do so. Tomas Davila seconded the motion. It was unanimously approved.
- Ms Bennett discussed two capital projects for the Central Library that need to be done. There is currently no capital funding from the County, so funding would need to come out of the Operating budget at this point. One is our second dehumidification project to dehumidify the two second floor meeting rooms, large attic, and the first floor Makerspace area. The other project is to replace a heat pump on the first floor. Under the Caroline County Public Works Director's advice, Ms. Bennett has been engaging J.L. Refrigeration for general maintenance of the Central Library and Federalsburg Branch HVAC systems. This company also was brought in to address the humidity issues in the Administrative area and small attic above it. They completed that work September 2019. Both the Director of Public Works and the Facilities Superintendent have reviewed the proposals from Gannon Refrigeration and recommended to Ms. Bennett that we forego getting other proposals and engage Gannon Refrigeration. After discussion, it was decided to not make an exception to the Purchasing Policy directive. Ms. Bennett will send out RFPs for more proposals for both projects.
- Ms. Bennett reviewed with the Board the final federal ruling on the overtime exemption rules. The new ruling allows the Board to place all the library managers back to the exempt status as they had been historically. Amy Brandt moved to restore all library managers to exempt status as they were historically. Bart Johnson seconded the motion. It was passed unanimously.
- Ms. Brendel reviewed with the Board a consolidated and revised Photocopying, Computer Printouts, Scanning, and Faxing Policy and requested Board approval. Terenda Thomas moved to approve the revised policy as presented. Amy Brandt seconded the motion. It was unanimously approved.

Report of the Executive Director

- The Safety Manual and Safety Pocket Guide have been updated where vendors and other contacts have changed. Copies of the the Safety Pocket Guide were included in the Board member's information packets.
- Ms. Bennett provided the Board with copies of the 2019 Laws of Maryland Relating to Maryland Libraries and a copy of the new Trustees Guide for Maryland Libraries.
- Facilities work
 - Central Library: Installation of new exhaust fans for first floor public restrooms, minor roof repairs.
 - Federalsburg: The Public Service desk countertop and exterior meeting room door will both be replaced soon.
 - North County Branch: The interior walls, beams and ceilings were thoroughly cleaned.
- Ms. Bennett and Ms. Courie will be attending the February 4 Board of Education meeting at the Board office at 6 pm to accept this year's donation from Caroline County Public Schools staff and teachers for the Caroline County Imagination Library program. Board members are welcome to join her. Ms. Brandt said she plans to attend.
- An invitation to attend the MD Libraries Legislative Day reception on February 5 was included in the Board members' packet of information.

After Ms. Bennett's report, Ms. Brendel, Ms. Thornberry, and Ms. Todd departed.

At 7 pm President Visintainer asked for a motion to take a 10 minute break. Bart Johnson made the motion. Tomas Davila seconded the motion. It was passed unanimously.

At 7:15 pm Steve Fleegle made the motion to move into a Closed Session for Discussion of the performance and assignment of specific employees Authority: 2014 Md. Code, State Government 3-305(b) (1). Tomas Davila seconded the motion and it was approved unanimously. Ms. Bennett and Mr. Owens left the room.

Attendees: Visintainer, Thomas, Johnson, Fleegle, Brandt, Davila, (discuss Ms. Bennett's annual evaluation)

At 7:45 pm President Visintainer moved the meeting back to open session.

There was no old business to discuss.

New Business

- Ms. Bennett discussed the County's timetable for submitting proposed FY2021 Operating and Capital budgets and scheduled public budget hearings.
- The proposed FY2021 Capital Budget was discussed and the Board suggested one revision.
- The proposed FY2021 Operating Budget was discussed. Ms. Bennett has still not heard what the FY2021 State Aid will be, so has an estimate listed in the meantime. Amy Brandt moved that the proposed FY2021 Operating Budget be approved as presented, with the State Aid being updated to the actual figure if received before the County's February 3 due date for submittal. Tomas Davila seconded the motion. It was approved unanimously.

- Ms. Bennett proposed that the Board change the January Board meeting date from the second Wednesday of the month to the last Wednesday of the month to work best with the County's budget schedule. It was approved by acclamation.
- Ms. Bennett and Mr. Owens have a meeting conflict on April 8, 2020 and requested that the April Board meeting be moved to April 15, 2020. It was approved by acclamation.
- Mr. Fleegle mentioned a possible candidate to consider as a Board member when there was an opening. He will send the name and contact information to Ms. Bennett.

At 8:20 pm Terenda Thomas made a motion to adjourn. Bart Johnson seconded the motion. It was approved unanimously.

Actions Taken

- Approved the October 9, 2019 Board meeting minutes.
- Approved the Sunshine Committee's request for \$1500 from book sale funds for FY2021.
- Approved moving the Barbara Manley unrestricted \$1000 donation for 2019 to their Unrestricted Gifts Account to hold to help fund the purchase of new furniture for the Central Library.
- Approved restoring all library managers to exempt status as they were historically to follow the new Federal exempt/non exempt overtime ruling that went into affect January 1, 2020.
- Approved the revised Photocopying, Computer Printouts, and Scanning Policy as presented.
- Approved Ms. Bennett's proposed FY2021 Operating budget to be submitted to the County.
- Approved changing the January Board meeting date from the second Wednesday of the month to the last Wednesday of the month to work best with the County's budget schedule.

Dates of next meetings: April 15, 2020; June 10, 2020, August 12, 2020, October 14, 2020

Meetings are conducted in Open Session unless otherwise indicated. All or part of Library Board's meetings can be held in closed session under the authority of the state open meetings law by vote of the Board.