

Board of Library Trustees for Caroline County Public Library
April 15, 2020 Meeting Minutes
Virtual Meeting via Zoom
Approved June 10, 2020

The meeting was called to order at 5:33 pm by President Carroll Visintainer.

Present were Carroll Visintainer, Terenda Thomas, Tomas Davila, Amy Brandt, Wayne Dhue, Steve Fleegle, Bart Johnson, along with Executive Director Debby Bennett; Assistant Director, Jonah Owens; IT Manager, John Courie; and Youth Services Manager, Amanda Courie.

No members of the public joined the meeting.

Minutes

Bart Johnson moved to approve the minutes as written. Terenda Thomas 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

John Courie discussed the 3D printing project to provide protective facemasks first for a project in Baltimore, and then for the Caroline County Emergency Operations Center team to distribute where needed. He also provided His Hope Ministries the loan of a few library laptops for their guests to use during the Stay at Home directive.

Jonah Owens talked about the work being done on the library's new web site. He also talked about how he and another staff were monitoring our reference email and Rebecca Brendel will soon begin providing reference services by phone from her home.

Amanda Courie talked about the storytime videos both she and Mina Pincus have been doing with Jeanne Trice posting them on the library's Facebook page. They have been well received. Some of the elementary school media specialists requested that we make them available through GoogleDrive for them to make available to their students. Dr. Courie also discussed some of the other ideas staff have for virtual programs.

For Board Approval

- Ms. Bennett and Dr. Visintainer reviewed with the Board the proposed Strategic Plan for FY2021 - FY2023. Steve Fleegle moved to approve the plan as proposed. Amy Brandt seconded the motion. Six were in favor, one abstained. The motion passed.
- Ms. Bennett reviewed with the Board the proposed revised Library Budget Policy. Tomas Davilla moved to accept the revised policy as proposed. Amy Brandt seconded the motion. It was unanimously approved.
- Ms. Bennett reviewed the Library Bylaws with the Board recommending no changes. Steve Fleegle moved to accept the Bylaws with no revisions. Bart Johnson seconded the motion. It was unanimously approved.

- Ms. Bennett reviewed the proposed revised Rules of Procedure of the Board of Library Trustees for Caroline County with the Board. Terenda Thomas moved to approved the proposed revisions. Wayne Dhue seconded the motion. It was unanimously approved.

Report of the Executive Director

- The Caroline County Commissioners approved a proposed FY2021 Operating Budget and FY2021 Capital Budget at their April 14, 2020 meeting. The proposed budgets will be discussed at the May 12 Budget hearing. They are not sure if the hearing will be in-person or virtual at this point. They are proposing to give the Library half the requested increase in the FY2021 Operating Budget and the full requested \$5400 on the Capital Budget.
- Ms. Bennett discussed pending repairs and upgrades that are currently on hold, including the following for the Central Library: meeting room AV upgrade, a roof repair, replacing three windows, and a first floor heat pump replacement. Pending at our Federalsburg Branch is the replacement of the exterior meeting room door.
- Ms. Bennett is working on the FY2022 state capital grant proposal for renovations of the Central Library's first floor. John Brunnett of Gant & Brunnett, who completed our Library Space Utilization Feasibility Study is contributing gratis the parts required from an architect. Ms. Bennett asked for a couple board members to work with her as reviewers on the project. Steve Fleegle and Bart Johnson volunteered.

Old Business

Ms. Bennett had requested two additional proposals for our dehumidification project at the Central Library. She received one more. She recommended that the Board approve the Gannon Refrigeration proposal. Steve Fleegle moved that the Board approve the Gannon proposal. Bart Johnson seconded the motion. It was unanimously approved.

New Business

Dr. Visintainer announced that Board member and Secretary Wayne Dhue has decided not to do a second term due to other pressing obligations. She also discussed the need to create a slate of offers to be voted on at the June 10 meeting.

At 7 pm Tomas moved to adjourn. Amy Brandt seconded the motion. It was unanimously approved.

Actions Taken

- Approved the January 29, 2020 meeting minutes.
- Approved the proposed Strategic Plan for FY2021 – FY2023.
- Approved the proposed revised Budget Policy.
- Re-approved the Library Bylaws with no revisions.
- Approved the proposed Rules of Procedure of the Board of Library Trustees for Caroline County.
- Approved the Gannon Refrigeration proposal for the Central Library dehumidification project.

Dates of next meetings: Dates of Next Meetings: June 10, 2020; August 12, 2020; October 14, 2020; January 27, 2021