

Board of Library Trustees for Caroline County Public Library
June 10, 2020 Meeting Minutes
Virtual Meeting via Zoom
Approved August 12, 2020

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

Roll call was taken. Present were Caroll Visintainer, Terenda Tomas, Bart Johnson, Amy Brandt, Wayne Dhue; along with Executive Director Debby Bennett, Assistant Director Jonah Owens, Youth Services Manager Amanda Courie, and IT Manager John Courie.

Not present were Steve Fleegle and Tomas Davila.

No members of the public were present.

Minutes

Bart Johnson moved to accept the April 15, 2020 minutes as presented. Terenda Thomas seconded the motion. It was unanimously approved.

Amy Brandt moved to accept the May 1, 2020 minutes as presented. Bart Johnson Seconded the motion. It was unanimously approved.

Treasurers Report

Ms. Bennett reviewed with the Board both the Balance Sheet and Treasurers Report. Office Manager Lynn Fuchs also provided a Treasurers Report projected to June 30, 2020. The reports were accepted to be filed for audit.

Staff Progress Report

Jonah Owens gave an overview including the new library website, Books-By-Mail program being completed revamped, and work to prepare for Phase II of the library's opening plan. Amanda Courie reviewed the various virtual programs now being offered by a variety of staff and our newly revised virtual Summer Reading Program. She also discussed our plans to work with Recreation & Parks and the Caroline County Public Schools to get books in the hands of Caroline County children over the summer. John Courie discussed a little more in detail the new library website, the new MyFamilyNeeds.info community information database/website being weeks away to go live, work to set up self check out stations at each facility.

For Board Approval

President Visintainer reminded the Board members that the President does not vote unless there is a tie. In both of these votes, her vote was not needed.

- The Board affirmed their May 11, 2020 vote via email to approve the revision of the library's Code of Conduct.
- The Board affirmed their June 3, 2020 vote via email to approve a Statement of Race and Social Equity.
- Amy Brandt moved that the Board approve the library's Reopening Plan as submitted. Bart Johnson seconded the motion. It was unanimously approved.

Report of the Executive Director

- Facilities update
 - Central Library – the second dehumidification installation is complete, meeting room AV upgrade underway, first floor heat pump 4 will be replaced by the end of June. A pending project is the work on the pitched room on the parking lot side, which may not be done until July.
 - Federalsburg – the exterior meeting room door will be replaced before the end of June.
- The Friends of the Library's annual meeting will be held via Zoom on June 23 at 7 pm. Ms. Bennett and staff will give a presentation on the upcoming Central Library first floor renovation.
- Ms. Bennett submitted the FY2022 State capital grant application on May 21.

At 6:18 pm Amy Brandt made the motion to move into Closed Session: To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals. Authority: General Provisions Art. § 3-305(b) (1). Wayne Dhue seconded the motion and it was passed unanimously.

Attendees: Visintainer, Thomas, Dhue, Johnson, Brandt, Bennett, Owens

At 6:59 pm President Visintainer moved the meeting back to Open Session. Topics discussed in Closed Session were modification to the salary of specific staff members as reflected in the final proposed FY2021 Operating Budget.

Old Business

- Amy Brandt moved that the Board approve the proposed revised FY2021 Operating Budget as presented. Bart Johnson seconded the motion. It was unanimously approved.
- Ms. Bennett reported that the County Commissioner's approved FY2021 Capital Budget includes \$54,000 for the library, but that there are specific restrictions placed on spending these funds.
- President Visintainer thanked Mr. Dhue for his five years of service to the Board and Caroline County Public Library.

New Business

- Amy Brandt made a motion to accept the following slate of officers for FY2021:
 - o President: Dr. Caroll Visintainer
 - o Vice President Mr. Steve Fleegle
 - o Treasurer: Ms. Terenda Thomas
 - o Secretary: Mr. Bart Johnson
- Wayne Dhue seconded the motion. It was approved unanimously.
- Bart Johnson made the motion that the Board nominate Melissa Leonard for a first term to the Board of Library Trustees. Amy Brandt seconded the motion. It was approved unanimously. Ms. Bennett will send a letter to the Caroline County Commissioners with the Board's nomination to approve.

Terenda Thomas made a motion that the Board adjourn. Amy Brandt seconded the motion. The Board adjourned at 7:16 pm.

Actions Taken

Approved the April 15, 2020 Board meeting minutes.

Approved the May 1, 2020 Board special meeting minutes.

Approved the revised Library Code of Conduct.

Approved the Statement on Race and Social Equity.

Approved the library's Reopening Plan.

Approved the proposed revised FY2021 Operating Budget.

Approved the slate of officers for 2021.

Approved the nomination of Melissa Leonard for a first term to be submitted to the County Commissioners for appointment.

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