

Board of Library Trustees for Caroline County Public Library
August 12, 2020 Meeting Minutes
Virtual Meeting Via Zoom
Approved October 14, 2020

The meeting was called to order at 5:36 by President Caroll Visintainer.

Dr. Visintainer introduced new member Melissa Leonard to the rest of the board followed by the rest of the members introducing themselves to Melissa.

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

No members of the public were present.

Minutes

Amy Brandt moved to accept the June 10, 2020 minutes as presented. Tomas Davila seconded the motion. It was approved with Steve Fleegle abstaining due to being absent for that meeting.

Treasurers Report

Ms. Bennett reviewed with the Board both the Balance Sheet and Treasurers Report. The reports were accepted to be filed for audit.

Staff progress report

Jonah Owens reviewed the highlights of all the services staff are now providing our public, including curbside pick-up of materials, phone reference, books-by-mail, laptops for loan with available technical assistance, and many virtual programs. Amanda Courie gave an overview of our Summer Reading Program. John Courie discussed our new MyFamilyNeeds.info community resource that was completely re-done for easier use by the public. Jonah also mentioned that although we didn't mention it in our written report, we are very happy to have Jen Dorr on board as Lynn's replacement. Jen and Lynn are working well together to get Jen up to speed by the time Lynn retires, which will be at the end of September.

For Board approval

- Steve Fleegle moved that the Board approve the proposed FY2021 Annual Plan as presented. Amy Brandt seconded the motion. It was approved unanimously.
- Terenda Thomas moved that the Board approve the Library Internet Policy with no revisions. Tomas Davila seconded the motion. It was approved unanimously.
- The Board reviewed section 5-7 of the Staff Handbook regarding Furloughs and the Furlough Policy with one revision proposed changing the old title of Library Administrator to Executive Director. Melissa Leonard moved that the Furlough Policy with proposed revision be approved. Bart Johnson seconded the motion. It was approved unanimously.

Report of the Executive Director

- COVID-19 update – The Caroline County Commissioners provided thermal scanners for all three library locations and will pay for upgrading Central's HVAC system to move from MERV8 filters to MERV13 filters. Ms. Bennett is working to get three proposals for the Caroline County Public Works Facilities Director to review with her.

- The County provided us time to work with their COVID-19 consultant Barb Garrison to revise our Continuity of Operations Plan. Ms. Bennett will be sharing it with the Board in the next month or so for questions and input.
- Facilities update
- Central Library roof work still pending. Heat Pump 4 was replaced. Now Heat Pump 2 needs replacement. Ms. Bennett is working to get three proposals for the Caroline County Public Works Facilities Director to review with her. Ms. Bennett is still working to get three new windows installed in the staff workroom.
- Grants received – Eastern Shore Regional Library (ESRL) \$75,000 grant, Maryland State Library (MSL) \$9,000 Library Services and Technology Act (LSTA) grant for staff development, MSL provided CARES Act funding through ESRL for the eight Eastern Shore public libraries. Caroline County Public Library's share is \$18,217.
- Friends of the Library held its annual meeting on June 22 virtually and approved to donate \$16,900 to the Library for collection development and programs. They also created a Capital Campaign Committee to fund raise to help the Library to purchase new furniture for the Central Library and North County Branch.
- Ms. Bennett provided a copy of the current Library Board list and staff organizational chart.

There was discussion on when we might open up our facilities to the public and who were the decision makers at this point. At this point, the state and county are not restricting the Library from opening. Library Administration is considering October, but we are continuing to be cautious, observing the few other libraries that are starting to open up on a limited basis to learn best practices and also waiting to see how the pandemic is this fall. When Administration think it is time and it is still approved by both state and county, Ms. Bennett will review with the Board for member input.

Old Business

There was no old business.

New Business

There was no new business.

Bart Johnson made a motion to adjourn. Tomas Davila seconded the motion. It was passed unanimously.

The Board adjourned at 6:48 pm

Actions Taken

Approved the June 10, 2020 meeting minutes

Approved the proposed FY2021 Annual Plan

Approved the Internet Use Policy with no revisions.

Approved the Furlough policy with the revision of the title of Executive Director.

Dates of Next Meetings: October 14, 2020; January 27, 2021; April 14, 2021; June 9, 2021