

Board of Library Trustees for Caroline County  
October 14, 2020 Meeting Minutes  
Virtual Meeting Via Zoom  
Approved January 27, 2021

The meeting was called to order at 5:30 by President Carroll Visintainer.

Roll call was taken. Present were Carroll Visintainer, Steve Fleegle, Terenda Thomas, Bart Johnson, and Melissa Leonard, along with Executive Director Debby Bennett, Assistant Director Jonah Owens, IT Manager John Courie, Public Services Manager Rebecca Brendel, Office Manager Jennifer Dorr. Youth Services Manager Amanda Courie attended until 6:45 pm.

Board members Amy Brandt and Tomas Davila were not present.

There were no members of the public present.

Other attendees included staff members Mina Pincus, attending to meet a requirement for a MLS class; and Tristan Speleos, to meet an assignment for his Library Associate Training Institute (LATI) course; Tara Hill-Coursey to receive an award, and Kait Thornberry.

Citizens for Maryland Libraries Executive Director Lynn Wheeler and CML board member Jane Terebey joined the board to virtually present to Tara Hill-Coursey the 2020 Citizens for Maryland Libraries' Outstanding Library Employee Award. Ms. Hill-Coursey was nominated last fall by Debby Bennett, Jonah Owens, and Amanda Courie for her work as the Library's Community Engagement Manager building and strengthening connections and partnerships in the community, providing new and unique programs to educate and entertain the community. There were additional letters of support for the nomination from community partners Tara regularly works with. The COVID-19 pandemic caused this award to be delayed, but Ms. Wheeler wanted to make sure Ms. Hill-Coursey was honored. Ms. Hill-Coursey will additionally receive both a plaque and a check for \$100. The Board commended Ms. Hill-Coursey for receiving this honor. Ms. Wheeler also reminded the Board about CML's virtual Annual Meeting Oct 17 10 am – 12:30 pm. There is still time to register. After the presentation, all three left the meeting.

#### **FY2020 Audit**

Auditor Roy Geiser, TGM Group reviewed the audit with the board. Mr. Geiser also reviewed the Board's investments Management document with the Board. Melissa Leonard moved that the Board accept the audit as presented. Steve Fleegle seconded the motion. The motion was unanimously passed. Mr. Geiser then left the meeting.

#### **Minutes**

Steve Fleegle moved that the August 12, 2020 meeting minutes be approved as written. Melissa Leonard 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**

Jonah Owens and other managers reviewed the highlights of the staff progress report submitted to the Board, including good use of our curbside services, laptop and hotspot loans, phone reference and our new Chat with a Librarian service. He mentioned talking with one man who borrowed a laptop to create a job resume and plans to borrow one again for more job related work. Storytimes are now live via Zoom, which children are loving. Amanda Courie applied for a mini grant from the Caroline County Council of Arts to help extend our virtual Ukulele club. The number of Books-By-Mail customers continue to grow.

### **For Board approval**

- Annual Report FY2020  
Steve Fleegle moved to accept the report as presented. Melissa Leonard seconded the motion. It was approved unanimously.
- Proposed limited re-opening of facilities as next step of increased services  
Jonah Owens and Rebecca Brendel presented their proposal of a first step to allow people to safely come in to the library for some limited services. Many Maryland public libraries are not offering any access inside their facilities yet. Most of the Maryland Eastern Shore public libraries are now or soon will be offering limited by appointment only access to their facilities. Not all are allowing people to browse for materials to check out. What our staff will be offering will be the same services staff are currently providing as a contactless curbside service, but staff recognize that some people are missing coming in to browse for their own materials or might prefer to use a library computer instead of checking out a laptop. The proposed concierge service will allow people to make an appointment for a 50 minute visit to the library to browse for and check out books and other materials, use a computer, copier or fax machine. A staff member will be assigned to work with our customers to ensure they receive the best service possible. Wearing facemasks and socially distancing will be required. There will be a ten minute period in between appointments for cleaning and sanitizing any necessary areas. Staff will begin this service first at the Central Library on October 26 from 2 pm – 6 pm Monday – Friday and from 10 am – 6 pm. They will work out any issues before extending the service to the two smaller branches. Steve Fleegle expressed that he thought the number of customers allowed in should start out at a higher number. Melissa Leonard made a motion to accept the proposal as presented. Terenda Thomas seconded the motion. The Board President took a roll call vote. There were four in favor and one against. The motion carried.
- Change of staff work week from Monday – Saturday (Sundays closed) to Saturday - Friday (Sundays closed) in the Staff Handbook  
Jonah Owens made this proposal to improve his ability to schedule staff and avoid any overtime scheduling. Steve Fleegle made a motion to approve this change of work week. Terenda Thomas seconded the motion. It passed unanimously.

### **Report of the Executive Director**

- Ms. Bennett reported that she reviewed the Staff handbook with both Lynn Fuchs and Jennifer Dorr for any needed updates other than the requested change made by Mr. Owens. There were only a few revisions in wording and procedures made.
- Facilities – At the Central Library the first floor Heat Pump #2 replacement work is still pending. Conner Inc will be doing the work. There is still some roof work on the parking lot side pitched roof and some annual maintenance to be completed this fall. Also pending are three windows in the staff workroom to be replaced.
- Ms. Bennett had included a copy of the Revised Continuity of Operations Plan with her other emailed documents to the Board. When the Board can meet in person, she will schedule a time for them to review this in detail.

- This year's Staff in-service day on October 12 was cancelled due to the inability for staff to meet in person all together. Meanwhile there are regularly held all staff meetings being held virtually and ongoing webinar training being scheduled.

**Old Business**

There was no old business.

**New Business**

There was no new business.

Melissa Leonard moved that the Board adjourn. Bart Johnson seconded the motion. The motion was passed unanimously.

The board adjourned at 7:24 pm.

**Actions Taken**

- Approved the August 12, 2020 minutes
- Approved the FY2020 Annual Report
- Approved the proposed next library reopening step
- Approved changing the staff work week in the Staff Handbook

Dates of Next Meetings: January 27, 2021; April 14, 2021; June 9, 2021, August 11, 2021

*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.*