

**Board of Library Trustees for Caroline County Public Library**  
**Special Meeting March 2, 2021 at 7 pm**  
**100 Market Street, Denton MD**  
**2<sup>nd</sup> Floor meeting room**  
**Virtual via Zoom for public**  
**Approved Minutes April 14, 2021**

President Visintainer called the meeting to order at 7:05 pm

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

Not present was board member Melissa Leonard.

There were no members of the public present.

Discussion

Ms. Bennett and Mr. Owens discussed with the Board the effects of the 2020 COVID-19 restrictions, the closing of the Library's three facilities and the associated and unique work demands on staff to reinvent library services while the facilities were to remain closed. They described how the organization's needs pressured staff's decision/ability to make use of allotted Annual Leave days. They reviewed with the Board that policy limits the number of carry-over days to the new calendar year, thereby leaving seven staff with residual unused days of leave. Ms. Bennett requested that given this was such an unusual year that the Board approve moving this excess Annual Leave over to Flex Leave and/or Sick leave, explaining the benefits for the Library and for the seven staff.

At 7:25 pm Steve Fleegle moved that the Board move into Closed Session/Discussion of the performance and assignment of specific employees Authority: 2014 Md. Code, State Government 3-305(b) (1)  
Tomas Davila seconded the motion. The motion was unanimously approved. Ms. Bennett and Mr. Owens left the room.

At 7:55 pm President Visintainer called for the meeting to go back to open session. Ms. Bennett and Mr. Owens rejoined the meeting.

Amy Brandt made a motion that the Board make an exception for staff Annual Leave that could not be rolled over to 2021 for up to 8 days to be called "Covid Carryover Leave." This 2020 residual leave must be used by the end of the fiscal year, June 30, 2021 or will be forfeited. For the three managerial staff who finished the calendar year with more than eight days, they will have those excess days reclassified as sick days. Bart Johnson seconded the motion. It was approved by the board.

Report of the Executive Director

- There are ongoing issues with the Central Library pitched roof on the parking lot side of the building. Kevin Brown, Caroline County Public Works Supervisor of Facilities is working with Ms. Bennett to resolve them.
- The North County Branch had to be closed a few days in February due to lack of heat.
- The three facilities will re-open to limited services March 15.
- The Caroline County Commissioners and Chief of Staff praised the library staff who have been staffing the County Health Department's COVID-19 Call Center in a recent County Commissioners meeting.
- The County Commissioners are concerned about what the impact of the Maryland Kirwan School Reform bill will be to the County.

### Old Business

- Reminder of Caroline County Commissioners' first virtual public budget hearing 9 am on March 16 (date changed 3/1)
- The Library's FY2022 MD State Library Grant of \$70,000 for Central Library renovation design is in Governor Hogan's budget.

### New Business

- Ms. Bennett is working on the application for FY2023 MD State Library Grant funds for the Central Library renovation construction. There will be more to discuss at the April meeting.

At 8:20 pm Amy Brandt moved that the meeting be adjourned. Terenda Thomas seconded the motion. It was unanimously passed.

Dates of next meetings: April 14, 2021; June 9, 2021, August 11, 2021, October 13, 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.*