

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

The meeting was called to order at 5:45 pm by President Caroll Visintainer.

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

Board member Melissa Leonard was not present.
There were no members of the public present.

Minutes

Steve Fleegle moved that the October 14, 2020 meeting minutes be approved as written. Tomas Davila 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 covered some of the highlights. New Youth Services Manager Angelica Candeleria began work on January 19. Amanda Courie will stay on in a part-time capacity to help train Angelica and introduce her to our local partners and library colleagues across the state. Library staff are currently helping the Caroline County Health Dept by staffing their COVID-19 call center along with other county staff. NCB Manager Angela Faggio is currently managing it. The County is looking at a more long term solution for the call center. The Friends of the Library have come up with a virtual fundraiser to replace the Mini Golf in the Library fundraiser this year. They have named it "Stay In And Read" while supporting the Caroline County Public Library. Details are on the FOTL's website:

<https://www.carolinefotl.com/stay-in-and-read>.

John Courie gave a quick update on IT work, including that he will be updating our exterior security cameras at the Central Library, which will improve the quality of video coverage.

Report of the Executive Director

- Governor Hogan's proposed FY2022 budget includes \$5,000,000 for the MD public libraries Capital Grant program. Our project for the Central Library renovation design plan for \$70,000 is included. The Capital Budget hearing is scheduled for Tuesday, February 23, 2021 at 1:30 pm. For Operating funds, the Governor's budget includes the anticipated increases in State Aid for the State Library Resource Center (SLRC), the three regional libraries, and the public libraries. The Operating Budget hearing will be held on Monday, February 8, 2021 at 3 pm.
- Central Library Facility update: Another heat pump was replaced mid-January. A netting structure has been installed at the bottom of the pitched roof on the parking lot side of the building to catch any falling slate.
- Staffing: Three staff are currently enrolled in Master's of Library Science programs. All three have received some financial support for a class this fiscal year with funds from the Library's staff development grant.

- The Library is undergoing an audit from the Maryland State Retirement and Pension Department for FY17, FY18 and FY19. These audits are conducted every few years.
- We are to receive a collection of L. T. Short's nature slides from his estate. L.T. passed away December 18. He was a big user of the Library.
- Dolly Parton's Imagination Library: Ms. Bennett will send the Caroline County Commissioners a request for \$6,000 for FY2022. This is what the Commissioners have been providing for the last few years. The Caroline County Public Schools raised money to support DPIL again this year. Ms. Bennett has been invited to attend the Board of Education's February 2 meeting to receive this year's donation.

At 6:10 pm Tomas Davila made the motion to move into a Closed Session for discussion of the performance and assignment of specific employees. Authority: 2014 Md. Code, State Government 3-305(b) (1). Amy Brandt seconded the motion and it was approved unanimously. John Courie was placed in the Zoom waiting room.

Attendees: Visintainer, Thomas, Johnson, Fleegle, Brandt, Davila, Bennett, Owens

At 6:25 pm President Visintainer moved the meeting back to open session stating the Closed session discussion covered Ms. Bennett's annual evaluation and staff salaries. John Courie re-joined the meeting.

Old Business

There was no old business.

New Business

- Ms. Bennett reviewed the Caroline County FY2022 Budget calendar, including virtual public budget hearings to be held at 9 am on March 9 and May 11. She hopes some of the Board members will be able to attend.
- Proposed FY2022 Capital budget: We will not be requesting any capital funds in FY2022. There are other capital items for the Library in the county's capital plan for future years.
- Proposed FY2022 Operating budget: Ms. Bennett reviewed the proposed draft budget with the Board. Amy Brandt moved to approve the budget with the amendment of an \$1,000 increase in full time staff funding. Tomas Davila seconded the motion. The motion was approved.

Steve Fleegle made a motion to adjourn at 6:41 pm. Amy Brandt seconded the motion. It was approved unanimously.

Actions Taken:

- Approved the October 14, 2020 Board meeting minutes.
- Approved Ms. Bennett's proposed FY2022 Operating budget with one amendment to be submitted to the County.

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.