

Board of Library Trustees for Caroline County
April 14, 2021 Meeting Minutes
Central Library, 100 Market Street, Denton, MD
Public Attendance Virtual Via Zoom
Approved June 9, 2021

The meeting was called to order at the Central Library, Denton at 7 pm by President Caroll Visintainer.

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

Board members Terenda Thomas and Melissa Leonard were not present.
There were no members of the public present.

Two revisions to the agenda

- Review of the Education Assistance policy will be moved to the June meeting.
- An email update regarding county funding for FY2022 that Ms. Bennett received this afternoon will be added to Old Business.

Minutes

- Steve Fleegle moved that the January 27, 2021 meeting minutes be approved as written. Amy Brandt seconded the motion. It was unanimously approved.
- Amy Brandt moved that the March 2, 2021 special meeting minutes be approved as written. Steve Fleegle 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, including how well the reopening of the three branches is going.

For Board approval

FY 2022 MD State Library Grant

- Ms Bennett received notice of the award of \$101,000 FY2022 state library capital grant funds. This is \$31,000 more than requested for FY2022.
- Amy Brandt moved that the Board reconfirm their commitment to fund the local match of \$27,000 for the FY2022 state library capital grant using funds from the John Hargreaves Fund. Bart Johnson seconded the motion. The motion was unanimously approved.
- A letter of certification from the Board signed by the Board President stating the board will provide the local match of \$27,000 needs to be emailed to the State Librarian no later than June 1, 2021.

FY2023 MD State Library Grant application

- Ms. Bennett is working on the application for a FY2023 state library capital grant for the second phase of the Central Library first floor renovation, which is the construction.
- Steve Fleegle moved that the Board commit to fund the local match for the FY2023 state library capital grant, if they receive the grant. Bart Johnson seconded the motion. The motion was unanimously approved.
- President Visintainer will write and sign a letter of intent for the FY2022 grant application.

Report of the Executive Director

Ms. Bennett gave an update on current staffing and planned changes in the library's IT management in coordination with the Eastern Shore Regional Library. Advertisement for open part-time employment will be posted soon.

Central Library

- The fascia of the pitched roof on the parking lot side will be repaired by Choptank Cleaning Services and Property Maintenance.
- The Caroline County Administrator gave permission for the Library to piggyback on a Prince George's County contract with Gant & Brunnett Architects, which allows the Library to engage the firm to do the design of the Central Library renovation.

Old Business

Ms. Bennett provided handouts emailed to her that afternoon from the Caroline County Director of Finance regarding the Caroline County Commissioners' proposed FY2022 operating budget. This budget will be proposed at the May 11 Public Hearing, which will be virtual and begin at 9 am. The Library's requested budget remains in the budget, along with the proposed Dolly Parton's Imagination Library request.

New Business

Dr. Visintainer discussed that Amy Brandt will complete her first term June 30, 2021 and hopes that she will consider a second term. Terenda Thomas will have completed her second and final term June 30, 2021. The Board will need to nominate a new board member to the Caroline County Commissioners for appointment to the board to fill Ms. Thomas' position. Dr. Visintainer also asked for suggested names of possible new candidates and nominations for officers for FY2022 to be emailed to her.

Steve Fleegle made a motion to adjourn at 8 pm. Tomas Davilla seconded the motion. It was approved unanimously.

Actions Taken:

- Approved the January 27, 2021 Board meeting minutes.
- Approved the March 2, 2021 Board special meeting minutes.
- Approved providing the local match of \$27,000 from the John Hargreaves Fund for the FY2022 state library capital grant for the procurement of architectural and engineering services for the design of the renovation of the first floor of the Central Library in Denton.
- Approved committing to funding the local match from the John Hargreaves Fund for the application for FY2023 state library capital grant funds for the Central Library renovation construction.

Dates of Next Meetings: June 9, 2021, August 11, 2021, October 13, 2021, January 26, 2022

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.