

Board of Library Trustees for Caroline County
August 11, 2021 Meeting Minutes
Central Library, 100 Market Street, Denton MD
Approved October 13, 2021

The meeting was called to order at 5:41 pm by President Carroll Visintainer.

Present were Carroll Visintainer, Steve Fleegle, Sarah Dahl, and Kaleb Hignutt; along with Executive Director Debby Bennett.

Not present were Tomas Davila, Melissa Leonard, and Bart Johnson; along with Assistant Director Jonah Owens.

There were no citizens present.

Dr. Visintainer welcomed new board members Sarah Dahl and Kaleb Hignutt and had the board members each introduce themselves and say a little about themselves.

Minutes

Dr. Visintainer discussed that although the Board has a quorum tonight, Ms. Dahl and Mr. Hignutt are attending their first board meeting as new members and were not at the June meeting. Dr. Visintainer asked Ms. Bennett to email the minutes out to the entire board again and request a vote to approve by email.

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

Ms. Bennett reviewed some of the highlights of the staff progress report, including recent new hires of Erin Karrh, part-time Library Associate I Public Services Specialist, who began work July 19. Vicki Burchfield has been hired to fill our full-time Library Associate I Makerspace Specialist position and Neyda Monter-Casio has been hired to fill our full-time Library Associate I Youth Services Specialist. The latter two will begin work September 1. The board discussed their excitement that we are pursuing a partnership with Eric Cook, Caroline Career & Technology Center's Apprenticeship Coordinator to start a student apprenticeship position at the Central Library beginning in the fall.

For Board Approval

- New holiday: Steve Fleegle moved that the board confirm its email vote by acclamation to make Juneteenth (June 19) a library holiday. It was unanimously approved.
- Approval of FY2022 Annual Plan: There was a good discussion and suggested amendments made by Board members. Carroll Visintainer brought up the point that under Capital Improvements, the Central Library storm water management project

should be handled by the County, who has the expertise on staff. She pointed out this was a project like the Central Library pitched roof slate replacement. The County owns both the Central and Federalsburg facilities. While the staff and Board manage to handle the lion's share of maintenance and repairs, these larger, more complicated projects should be managed by the County. Steve Fleegle moved to approve the proposed FY2022 Annual Plan with Board amendments. Sarah Dahl seconded the motion. It was unanimously approved.

- Annual review of Internet Policy: Kaleb Hignutt moved to approve the Library Internet Policy with a new link to Internet safety information. Sarah Dahl seconded the motion. It was unanimously approved.
- Request to move donated funds to Unrestricted Gifts Account: Sarah Dahl moved to move Barbara Manley's July 2021 donation of \$4,688.66 to the Board's Unrestricted Gifts Account. Kaleb Hignutt seconded the motion. It was unanimously approved.

Report of the Executive Director

- Update on Design plan for Central Library's first floor renovation: the architects have been visiting with a variety of engineers and fire system technicians. They are confident that they will be able to remove the wall between the two children's rooms.
- Upcoming State library legislation for FY2022: Included will be legislation for the updated funding formulas for the State Library Resource Center (SLRC), the three regional libraries and 24 public library systems. The current law goes through FY2022.
- State Librarian's desire to revise Maryland State law for the organization and oversight of the three regional libraries: The libraries in the three regions and their boards are unhappy with her current recommended changes to Statutes 23-202 and 23-206, in particular how it would affect the operation of the Western Maryland Regional Library. The ESRL board is working to revise its bylaws to be compliant with the current statute 23-202. The directors of the Eastern Shore public libraries were just informed that the State Librarian has now hired a consultant to organize a steering committee and hold a Maryland Regional Library Conference, with her goal having a proposed revised Regional Resource Centers Statute to take to the state legislation for their FY2023 session.
- Staff Handbook: Staff are working on revisions to bring to Board's Oct meeting.
- 2021 Annual Conference for Friends, Trustees, and Library Supporters: This will be held in person on Saturday, October 16 from 10 am – 3 pm at the new Michael E. Busch Annapolis Library. Board members should have received an email from Citizens for Maryland Libraries to register. Ms. Bennett has a prior commitment to participate in a district-wide Rotary Day of Service that same day, but encouraged the Board to attend if they can.
- Ms. Bennett just received notice that the Maryland State Library is providing the Library a special LSTA grant of \$13,900 for collection development.
- Ms. Bennett provided a handout of state & county funding of the Library FY2009-FY2022. She thought the two new members would appreciate getting an idea of funding since the Great Recession.

- The Friends of the Library approved the library staff's FY22 and FY23 requests. The FY22 request was for \$1,500 for the Staff Sunshine Committee's work to promote staff morale and recognize efforts to provide excellent customer service, and \$10,000 to help pay for replacement of some of the North County Branch's furniture so that we can provide better comfort, easier maintenance, and increase our ability to move furniture for improved programming in the public area. The FY23 request was for \$50,000 to help us with the costs of new furniture, fixtures and equipment as part of our FY23 Central Library first floor renovation.

Old Business

Dr. Visintainer discussed the need for a Board Treasurer. Currently she is acting as both President and Treasurer, but she asked both Ms. Dahl and Mr. Hignutt to consider taking on the role. She will ask for a nomination and vote for a Treasurer at the October Library Board meeting.

New Business

There was no new business to discuss.

Kaleb Hignutt made a motion to adjourn. Sarah Dahl seconded the motion. It was unanimously approved. The Board adjourned at 6:55 pm.

Actions taken

- Reapproved making Juneteenth an annual Library holiday.
- Approved the proposed FY2022 Annual Plan as amended by the Board.
- Approved the Library's Internet Policy with new link to Internet safety information.
- Approved moving Barbara Manley's July 2021 donation to the Board's Unrestricted Gifts account.

- Steve Fleegle, Melissa Leonard, Bart Johnson, and Tomas Davilla all voted via email August 17, 2021 to approve the June 9, 2021 minutes as approved.

Dates of Next Meetings: October 13, 2021; January 26, 2022; April 13, 2022; June 8, 2022