

**Board of Library Trustees for Caroline County**  
**October 13, 2021 Meeting Minutes**  
**Central Library, 100 Market Street, Denton**  
**Approved January 26, 2022**

The meeting was called to order at 5:34 pm by President Carroll Visintainer.

Present were Carroll Visintainer, Steve Fleegle, Tomas Davila, Melissa Leonard, Bart Johnson, Sarah Dahl, and Kaleb Hignutt; along with Executive Director Debby Bennett and Assistant Director Jonah Owens. TGM library auditor Roy Geiser and Library Office Manager Jennifer Dorr were also in attendance.

There were no citizens present.

**FY2021 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. Tomas Davila moved that the Board accept the audit as presented. Bart Johnson seconded the motion. The motion was unanimously passed. Mr. Geiser and Jennifer Dorr then left the meeting.

**Minutes**

Steve Fleegle moved to approve the minutes 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 reviewed the report, highlighting programs and how well the Central Library's open hours are going.

**For Board approval**

Annual Report FY2021

Sarah Dahl moved to approve the Annual Report as amended. Kaleb Hignutt seconded the motion. It was unanimously approved.

Proposed revisions to Staff Handbook

Steve Fleegle moved to approved the proposed revised Staff Handbook as written. Melissa Leonard seconded the motion. It was unanimously approved.

**Report of the Executive Director**

- This year's Staff In-service day was held on Columbus Day, Oct 11. Safety training was held in the morning with tours of the Caroline County Council of Arts Foundry, Fiber Arts of the Eastern Shore facility, and the Museum of Rural Life in the afternoon.
- The Citizens for Maryland's Libraries Annual Meeting Oct 16 10 am – 12:30 pm has been changed to only virtual. There is still time to register. Ms. Bennett emailed out a reminder to the Board.
- Ms. Bennett gave an update on the Maryland State Library Agency's (MSLA) work to revise state statute 23-202 regarding our three regional libraries. Ms. Bennett is on it's steering committee to help plan a Dec 1 "conference" for representatives of each regional library and the public libraries they serve to attend.
- A bed bug inspection was completed on October 5 at all three facilities. Non detected by the dogs or handler.
- The Eastern Shore Regional Library received a grant to hire an architectural firm to develop a new master facility plan for all eight Eastern Shore public libraries. The architects toured our three facilities one day last week.
- A statewide public library compensation study is underway for those libraries interested. The partially funded

grant project is being managed/facilitated by the Carroll County Public Library. Caroline County Public Library is participating. The partial grant funding is from MSLA. There will be some individual library matches needed.

- Ms. Bennett discussed Gant Brunnett Architects' latest floor plan for design plan for Central Library first floor renovation.
- The North County Branch Lease with the Maryland Rural Development Corporation (MRDC) goes through March 31, 2025. She provided board members with a copy of the lease. Further discussion will need to happen at future board meetings.

At 7:05 pm Steve Fleegle made the motion to move into a Closed Session for a discussion of the performance and assignment of specific employees. Authority: 2014 Md. Code, State Government 3-305(b)(1). Tomas Davila seconded the motion. It was unanimously approved.

Attendees: Visintainer, Leonard, Johnson, Fleegle, Dahl, Davila, Hignutt, Bennett, Owens

At 7:12 pm Bart Johnson made the motion to return to open session. Tomas Davila seconded the motion. It was unanimously approved.

President Visintainer added an item under New Business.

### **Old Business**

#### Elect Board Treasurer

Sarah Dahl moved to elect Kaleb Hignutt as Board Treasurer. Steve Fleegle seconded the motion. It was unanimously approved.

### **New Business**

#### Revised Eastern Shore Regional Library Bylaws board requirement

Ms. Bennett and the Board reviewed revised Eastern Shore Regional Library bylaws. Each of the eight public libraries are to elect two people to be on the newly configured ESRL Board. Bart Johnson nominated Debby Bennett and Carol Visintainer to be this Board's representatives on the ESRL Board. Tomas Davila seconded the motion. It was unanimously approved.

#### Budget adjustment

Melissa Leonard moved that the board approve an adjustment in the staff budget line item in the Operating Budget related to the Board discussion in closed session. Tomas Davila seconded the motion. It was unanimously approved.

Dates of Next Meetings: January 26, 2022; April 13, 2022; June 8, 2022, August 10, 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.*