

**Board of Library Trustees for Caroline County  
January 26, 2022 Meeting Minutes  
Central Library, 100 Market Street, Denton  
Large Meeting Room and Virtual via Zoom**

**Approved April 13, 2022**

The meeting was called to order at 5:33 pm by President Caroll Visintainer.

Present were Caroll 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. Ms. Leonard and Mr. Davila attended virtually. Additional virtual attendees were library staff member Neyda Monter-Cassio and Angela Visintainer, President of the Friends of the Caroline County Public Library.

There were no citizens present.

Angela Visintainer gave a brief Friends of the Library presentation regarding their Capital Campaign for the Central Library first floor renovation, and invited all the Board of Library Trustees to donate to the campaign and help promote it to friends and businesses. Ms. Visintainer left the meeting after her presentation.

Ms. Bennett introduced Library Associate I Neyda Monter-Casio who is attending this meeting to meet a Library Associate Training Institute assignment about learning about their Board of Library Trustees by attending a meeting.

#### **Minutes**

Steve Fleegle moved to approve the minutes as written. Sarah Dahl 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 provided an update on the hiring team's work to fill a number of positions.

#### **For Board approval**

- Melissa Leonard moved to approve the library staff's request to add the Friday after Thanksgiving to the Library Holiday Closings list. Kaleb Hignutt seconded the motion. It was unanimously approved.
- Melissa Leonard moved to approve the library staff's request to close the library for staff to attend the American Library Association June Annual Conference in Washington, D.C. on Friday, June 24. Tomas Davila seconded the motion. The vote was two in favor, four against with one abstention. The motion did not pass.

#### **Report of the Executive Director**

- Central Lib renovation design update – Ms. Bennett received lengthy renovations drawings and renovations specifications documents on January 20. Ms. Bennett forwarded the email to County Administrator Jeremy Goldman for professional assistance reviewing the documents and to have someone designated by him to work with her moving forward on the project.
- Ms. Bennett worked with our e-rate consultant to produce and advertise a RFP for Branch WAN Connectivity (Internet branches to Central) for the next five years beginning July 1, 2022. Currently the Caroline County Commissioners hold the contract. The proposal submission deadline was January 24,

2022. We received two proposals. One was incomplete. The other was from the Caroline County Commissioners and was complete and would meet our needs, so will be selected.

- Ms. Bennett and Dr. Visintainer attended the Maryland State Library Agency (MSLA) December 1 conference to work on revisions to State Statute 23-202 regarding our 3 regional centers. The process was positive and thorough. The next step is for the State Librarian to send the proposed revision to the General Attorney for review.
- The American Association of Publishers has sued the State of Maryland regarding the law the State passed last session for equitable access to ebooks. Several library directors sent the State Librarian a letter addressed to our Attorney General in support of the State's stand. The AAP is suing over copywrite. This is an issue of licensing.
- Statewide staff salary compensation study update –Fourteen public libraries are participating. Carroll County Public Library is managing this partially LSTA grant funded project. The RFP is out now.
- This year's MD Library Legislative Week will be Feb 14-20, 2022. There will be some in-person visiting allowed with restrictions. Ms. Bennett expects the Eastern Shore public libraries will try to set up a virtual visit with our state legislators and/or their staff.
- The Statewide Library Board Effectiveness survey has produced preliminary information so far. More recommendations and data will be presented to the Maryland Association of Public Library Administrators (MAPLA) at their next meeting in April.
- Ms. Bennett discussed the rise in censorship cases in other states. Related to this issue is the current Maryland House Bill 196 to make Maryland school libraries produce an online catalog to their boards of education. Online catalogs are already available.

Ms. Monter-Casio left the meeting at this time.

At 6:30 pm Sarah Dahl made the motion and Bart Johnson seconded the motion that the board 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)

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

At 6:55 Dr. Visintainer asked Ms. Bennett and Mr. Owens to leave the room.

At 7:30 pm Tomas Davila made the motion and Steve Fleegle seconded the motion to move back into open session. Ms. Bennett and Mr. Owens returned to the meeting.

Dr. Visintainer stated that the board discussed performance and assignment of staff and also completed Ms. Bennett's 2021 annual evaluation.

### **Old Business**

There was no old business.

**New Business**

- Ms. Bennett reviewed the County's FY2023 Budget calendar review, including 7 pm in-person public budget hearings on March 15 at the Preston Fire Hall and May 3 at the Greensboro Fire Hall.
- Proposed FY2023 Capital budget: Sara Dahl moved that the FY23 Capital Budget be approved with an updated paving estimate. Kaleb Hignutt seconded the motion. The motion was unanimously approved.
- Proposed FY2023 Operating budget. Steve Fleegle made a motion to approve the proposed FY2023 operating budget, along with a revision to the FY2022 operating budget. Bart Johnson seconded the motion. The motion was unanimously approved.
- NCB lease runs through March 31, 2025. After some discussion, Dr. Visintainer asked for volunteers to be on a board committee to work with Ms. Bennett and Mr. Owens to come up with a plan of what the Board would like to do when the lease runs out. Ms. Dahl volunteered to be on the committee.

Steve Fleegle moved that the meeting adjourn. Kaleb Hignutt seconded the motion. The meeting was adjourned at 7:45 pm.

**Actions taken:**

Approved the October 13, 2021 meeting minutes.

Approved adding the Friday after Thanksgiving to the Library Holiday Closings list.

Approved the proposed FY23 Capital Budget with one amendment.

Approved the proposed FY23 Operating Budget along with an amended FY22 Operating Budget.

Dates of Next Meetings: April 13, 2022 June 8, 2022, August 10, 2022, October 12, 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.*