

Board of Library Trustees for Caroline County Public Library
April 13, 2022 Draft Meeting Minutes
Central Library, 100 Market Street, Denton
Large Meeting Room and Virtual Via Zoom

Approved June 8, 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, and Sarah Dahl,; along with Executive Director Debby Bennett and Assistant Director Jonah Owens. Ms. Leonard attended virtually.

Kaleb Hignutt was not present.

There were no citizens present.

Minutes

Steve Fleegle moved to approve the January 26, 2022 meeting minutes as written. Bart Johnson seconded the motion. It was approved unanimously.

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

Mr. Owens gave an overview of the report, including an update on staffing and new hires.

For Board approval

- Letter of certification of local match of FY23 state library capital grant (due June 1): Steve Fleegle made a motion to send the letter signed by President Visintainer to the Maryland State Library Agency (MSLA). Sarah Dahl seconded the motion. It was approved unanimously.
- Letter of support for FY24 state library grant application: Tomas Davila made a motion to approve sending this letter signed by President Visintainer with the grant application. Sarah Dahl seconded the motion. It was approved unanimously.
- Recommended revised Materials Selection policy: Tomas Davila moved to approve the revised policy as written. Bart Johnson seconded the motion. It was approved unanimously.
- The Board also reviewed the Guidelines and Checklist for Recommendation and Request for Reconsideration of Library Materials form.
- Request to confirm February Board email vote to move \$1000 donation the library received Oct 2020 to the Library's Unrestricted Gifts Account: Sarah Dahl moved that

the board affirm its February email approval. Tomas Davila seconded the motion. It was approved unanimously.

Report of the Executive Director

- Update on FY23 state library capital grant: The State approved the full request of \$917,000. Ms. Bennett is waiting for formal notice from MSLA. Ms. Bennett will be working on a RFP for contractor and also for an IT contractor. Staff will work with Douron to come up with list of furnishings for a RFP for furnishings. She shared the diagram from the architect showing the four phases of the renovation. She will email the Board their most recent documents, including samples of carpet, tile, etc. Mr. Fleegle reported having watched a recorded virtual meeting Ms. Bennett and Mr. Owens held with the architect to get a series of questions answered and to finalize the staging of the project.
- Application for FY2024 state library capital grant for Phase 2 of Central Library renovations: Ms. Bennett is working to gather support letters and other required documentation. She shared a copy of the letter of intent for the local match from County Administrator Jeremy Goldman. She received the needed documentation from the architect, which she will email to the Board.
- Friends of the Library Capital Campaign continues. They are also holding their *Stay Home and Read* fundraiser April 18-25.
- The Maryland Association of Public Library Administrators (MAPLA) will hold its first in-person meeting since 1-20 on April 14 at the new Michael E. Busch Annapolis Branch. Ms. Bennett will attend.
- Ms. Bennett gave an update on the Maryland ebook law and how Maryland and other states continue to work towards getting ebook publishers to provide reasonable licensing fees.

Old Business

Reminder of Caroline County Commissioners Public Budget Hearing May 3 at 6 pm at the Greensboro Volunteer Fire Company: Dr. Visintainer and Ms. Dahl both said they will try to attend this hearing with Ms. Bennett and Mr. Owens.

New Business

- Dr. Visintainer reported that it is time to work on proposing a panel of new officers for FY2023. She asked that Board members contact her to let her know what position they are interested in holding.
- Tomas Davila's first term ends June 30, 2022. The Board approved his nomination for a second term to the Caroline County Commissioners by acclamation. Ms. Bennett was instructed to send a letter to the Caroline County Commissioners requesting they approve a second term for Mr. Davila.
- Dr. Visintainer mentioned that she will be out of town for the August 10 Board meeting.

Steve Fleegle made a motion to adjourn. Bart Johnson seconded the motion. It was approved unanimously. The Board adjourned at 6:40 pm.

Actions taken:

- Approved the January 26, 2022 meeting minutes.
- Approved sending a letter of certification of local match of FY23 state library capital grant for the renovation of the Central Library's first floor.
- Approved sending a letter of support for the FY24 state library capital grant for Phase II of the Central Library renovation.
- Approved the proposed revised Materials Selection Policy.
- Affirmed email approval to move a \$1,000 donation to the Library's Unrestricted Gifts Account.
- Approved by affirmation the nomination of Tomas Davila for a second term on the Board.

Dates of next meetings: Dates of Next Meetings: June 8, 2022; August 10, 2022; October 12, 2022; January 25, 2023