

**Board of Library Trustees for Caroline County Public Library**  
**June 8, 2022 Meeting Minutes**  
**Approved August 10, 2022**

The meeting was called to order at 5:35 pm by President Caroll Visintainer at the Central Library, 100 Market Street, Denton Large Meeting Room.

Present were Caroll Visintainer, Steve Fleegle, Tomas Davila, Kaleb Hignutt, Bart Johnson, and Sarah Dahl; along with Executive Director Debby Bennett and Assistant Director Jonah Owens.

Melissa Leonard was not present.

There were no citizens present.

**Minutes**

Sarah Dahl moved to approve the April 13, 2022 meeting minutes as written. Tomas Davila seconded the motion. It was approved unanimously.

**Treasurer's Report**

Debby 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 gave an overview of the report, including an update on staffing, which included the resignation of Reference and Circulation Manager, Kait Thornberry to take a job at the Washington County Free Library; and the hiring of Corey Christian for Public Services at the Central Library and Jessica Collins for Public Services at the Federalsburg Branch.

**For Board approval**

- The Board affirmed by acclimation their 5-11-22 email approval of architect's Bidding and Construction proposal for FY23 Central Library First Floor Renovation.
- The Board affirmed by acclimation their 5-11-22 email approval of adjustment of Central Library's Tuesday hours from noon – 8 pm to 10 am – 6 pm beginning 6-1-22.
- Bart Johnson moved to approve the proposed revised Library Accessibility Statement. Kaleb Hignutt seconded the motion. It was approved unanimously.
- Steve Fleegle moved to approve the proposed revisions of the Access to Computers policy including changing the title to Public Computer Access Policy. Tomas Davila seconded the motion. It was approved unanimously.

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

- The Caroline County Commissioners approved their proposed FY2023 operating and capital budgets at their July 7, 2022 meeting, fully funding the Library \$1,302,728 operating budget request and \$6K Imagination Library request.
- FY23 Central Library renovation update: Waiting to hear from the Caroline County Attorney to finalize our RFP for contractor for the project. Also discussed some public interest in seeing renderings and diagram of what the renovation will look like. Ms. Dahl stated that her business can print on very large paper if needed.
- Ms. Bennett submitted our FY2024 state library capital grant application on May 27, 2022.
- Our new Facilities Master Plan was completed 5-23-22 by HBM Architects. The Eastern Shore Regional Library (ESRL) managed this LSTA grant funded project for all 8 Eastern Shore public libraries + St Mary's County Public Library. A copy was submitted to MD State Library Agency as required. A current plan needs to be on file at MSLA in order to submit a library capital grant proposal.
- The Statewide classification & compensation study is nearly completed. It included 17 MD public library systems as large as Prince Georges County Memorial Library System down to all the Maryland Eastern Shore public libraries. The best it provided was some comparable position salary comparisons, but in many cases our positions are too varied.
- The Friends of the Library will hold their annual meeting at the Central Library on June 30 at 6:30 PM.

At 6:15 pm Steve Fleegle made the motion and Sarah Dahl seconded 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, Johnson, Fleegle, Davila, Hignutt, Bennett, Owens

At 6:25 pm Sarah Dahl made the motion and Bart Johnson seconded the motion to move back into open session.

Dr. Visintainer stated that the board discussed the performance and salaries of staff.

### **Old Business**

- Sarah Dahl moved to approve the revised FY23 Operating Budget as proposed. Tomas Davila seconded the motion. It was approved unanimously.
- The board members congratulated Tomas Davila for being appointed by the County Commissioners to a second term 7-1-22 – 6-30-27.
- North County Branch (from Jan 2022 discussion about lease ending March 31, 2025). Ms. Bennett discussed that our recent communications with the MRDC leadership have had little replies or solutions to issues such as the outside lights timer not working and on very hot and humid days, the HVAC system not keeping NCB cool or dry enough. Ms. Bennett then emailed Chris Benzing, who did respond promptly, although not with how they were going to remedy our issues. Ms. Bennett is going to look into possibly hiring a

consultant to do an assessment of NCB – the facility itself, current use of the facility, the relationship with the landlord, the north county community’s needs, what to consider after the current lease ends.

### **New Business**

- Nominating committee's proposed panel of new officers for FY2023
  - A slate will be proposed at the August 10, 2022 board meeting.
  - Carol Visintainer reminded the board members that both she and Steve Fleegle will complete their final year of their second term the end of FY23. She recommended that the Board elect a new President and Vice President for FY23 while both she and Mr. Fleegle were available to assist if needed.

Dr. Visintainer reminded the board members that she will be out of town for the August 10 Board meeting. Mr. Fleegle will run that meeting.

Steve Fleegle made a motion to adjourn. Bart Johnson seconded the motion. It was approved unanimously. The Board adjourned at 6:35 pm.

### **Actions taken:**

- Approved the April 13, 2022 meeting minutes.
- Affirmed by acclamation their 5-11-22 email approval of architect’s Bidding and Construction proposal for FY23 Central Library First Floor Renovation.
- Affirmed by acclamation their 5-11-22 email approval of adjustment of Central Library’s Tuesday hours from noon – 8 pm to 10 am – 6 pm beginning 6-1-22.
- Approved the proposed revised Library Accessibility Statement.
- Approved the proposed revisions of the Access to computers policy including changing the title to Public Computer Access Policy.
- Approved the proposed revised FY2023 Operating Budget.

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