

Board of Library Trustees for Caroline County Public Library
August 10, 2022 Meeting Minutes
Approved October 12, 2022

The meeting was called to order at 5:30 pm by Vice President Steve Fleegle at the Central Library, 100 Market Street, Denton Large Meeting Room.

Present were Steve Fleegle, Melissa Leonard, Tomas Davila, Kaleb Hignutt, and Sarah Dahl; along with Executive Director Debby Bennett and Assistant Director Jonah Owens.

Caroll Visintainer and Bart Johnson were not present.

There were no citizens present.

Minutes

Sarah Dahl moved to approve the June 8, 2022 meeting minutes as written. Kaleb Hignutt 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 with statistical highlights

Jonah Owens gave an overview of the report, including an update on work to fill open staff positions. The staff produced 46 programs from late June through July. A statistical report was added to the progress report for the Board to see what was offered and the attendance.

For Board approval

- Proposed FY2023 Annual Plan: Kaleb Hignutt moved to approve the plan as amended. Sarah Dahl seconded the motion. It was approved unanimously.
- Library Internet Policy annual review: Staff reviewed and recommended no revisions. Melissa Leonard moved to re-approve the policy as written. Tomas Davila seconded the motion. It was approved unanimously.
- Bulletin Board, Pamphlet, and Display Policy revised to reflect North County Branch no longer has display cases: Melissa Leonard moved to approve as revised. Tomas Davila seconded the motion. It was approved unanimously.

Report of the Executive Director

- Update on construction plan for Central Library's first floor renovation
 - Pre Bid meeting held July 28 at 11 am. Board member Sarah Dahl attended.
 - Pre Bid unguided walk through for contractors and their staff were held August 1 and 2.
 - Pre Bid questions to the architect deadline August 8 at 5 pm.
 - Proposals due at the Library by 3 pm on August 22.
 - Discussed dates to open and evaluate proposals. Mr. Fleegle and Ms. Dahl agreed to be on the committee.
 - The architect's latest slide presentation of what the renovation will look like is on the library's web site and will also be on one of the Central Library's kiosks.
- First notice that the 2022 Annual Conference for Friends, Trustees, and Library Supporters will be held on Oct 15, 2022 10 am at the Michael E. Busch Annapolis Library.
- The FY2022 Audit is underway.
- Ms. Bennett revised our FY24 state library capital grant application to reflect expected higher estimates of roof and elevator improvements per request of the grant review committee. The County revised their letter of intent for the revision.

- North County Branch –
 - On very hot days the facility temp will be around 78 degrees. Staff are running three dehumidifiers daily, which does help.
 - Debby, Jonah and Angela met with Kat Stork, Shore Strategies on June 15 to discuss conducting an assessment of NCB. Further discussion will follow.
- Friends of the Library are looking for additional directors for their board (3 year terms). They will have a booth on Central Library patio for Summerfest Aug 19 and 20. They are still fundraising for their Capital Campaign.

Old Business

Kaleb Hignutt moved that the proposed slate of officers for FY2023 be approved. Sarah Dahl seconded the motion. It was approved unanimously.

- President: Dr. Caroll Visintainer
- Vice President Ms. Melissa Leonard
- Treasurer: Mr. Kaleb Hignutt
- Secretary: Ms. Sarah Dahl

New Business

There was no new business.

Melissa Leonard moved to adjourn the meeting. Tomas Davila seconded the motion. It was approved unanimously. The meeting was adjourned at 6:10 pm.

Actions Taken

- Approved the June 8, 2022 meeting minutes.
- Approved the proposed FY23 Annual plan as amended.
- Approved the Internet Policy with no revisions.
- Approved the Bulletin Board, Pamphlet, and Display Policy as revised.
- Approved the proposed slate of offers for FY2023.

Dates of Next Meetings: October 12, 2022; January 25, 2023, April 12, 2023, June 14, 2023

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.