

Board of Library Trustees for Caroline County
October 12, 2022 Meeting Minutes
Approved January 25, 2023

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

Present were Caroll Visintainer, Steve Fleegle, Melissa Leonard, Bart Johnson, Kaleb Hignutt, and Sarah Dahl; along with Executive Director Debby Bennett and Assistant Director Jonah Owens. Library staff member Carolyn Al-Ghusbi, UHY LLP library auditor Roy Geiser, and Library Office Manager Jennifer Dorr were also in attendance.

Board member Tomas Davila was not present.

Citizens' Time: Bart Johnson used this time to tell the Board about Federalsburg Historical Society's Heritage Day Celebration to be held at their museum on October 15, 2022 from 10 am – 4 pm. Featured speaker will be Tom Horton.

Debby Bennett introduced library staff member Carolyn Al-Ghusbi, who is attending this meeting to meet a Library Associate Training Institute assignment to learn how our Board of Library Trustees operates.

FY2022 Audit

Auditor Roy Geiser, UHY LLP reviewed the FY22 audit with the board, including the adoption of Government Accounting Standards Board (GASB) Statement No. 87 *Leases*, which includes our copiers lease and our North County Branch lease. Mr. Geiser also reviewed the Board's investments Management document with the Board. This is a draft copy. A final copy will be sent to the Library soon. Mr. Geiser and Jennifer Dorr then left the meeting.

Minutes

Melissa Leonard moved to approve the minutes as written. Steve Fleegle 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 reviewed the report, highlighting the Community Organization Service Award the Library will be awarded at this year's Caroline Chapter of NAACP's Annual Freedom Fund Banquet on November 19, our Meet the Authors event featuring Kathryn Schulz and Casey Cep to be held on Oct 26, the launch of our first Storybook Trail at Martinak Park, and our 1000 Books Before Kindergarten Reading Challenge, which began September 1, 2022. He also mentioned Carolyn Al-Ghusbi's role as the Library's marketing person.

Report of the Executive Director

- Due to the lateness of the draft FY22 audit, the FY22 Annual Report is not yet completed. It will be emailed to the Board when completed.
- This year's Staff in-service day was held on Oct 10. All 20 staff members attended. The training focus was on safety and customer service.
- Update on the Central Library's first floor renovation: Harper & Sons was selected as the general contractor. The board had approved this selection via email on August 30, 2022. As soon as the contract is signed, we will start regular meetings. First line of business will be to review and revise the phasing of the construction and time table.
- A reminder that the 2022 Annual Conference for Friends, Trustees, and Library Supporters will be this

Saturday, Oct 15, 2022 10 am at the Michael E. Busch Annapolis Library. Ms. Bennett didn't hear from any board members that they wanted to attend. She will be attending the event.

- The Library is undergoing a power audit with a Delmarva Power subcontractor to help us lower our electric usage, which will also lower our electric bills. The focus is currently on adjusting our thermostats. There was discussion about whether or not the new lights that will be installed on the Central Library's first floor will also lower our electric usage.
- The Caroline County Commissioners approved a staff salary increase for all their staff in January 2023 as they did the prior year.
- Ms. Bennett invited the Board to join her and a few staff to attend the Caroline Branch of NAACP's November 19 Annual Freedom Fund Banquet, when the Library will receive this year's Community Organization Service Award. She provided flyers for the event.

Old Business

Per Bart Johnson's request, Ms. Bennett reviewed what was discussed at the August meeting regarding Ms. Bennett, Mr. Owens and Ms. Faggio meeting with consultant Kat Stork about the possibility of looking at the overall usage of the North County Branch and a review of our challenges and opportunities. This ties in with the upcoming end of our lease with Maryland Rural Development Corporation on March 2025. The lease states that the Library will not need to pay rent after that time.

Dr. Visintainer reminded the Board that both she and Steve Fleegle will complete their last term June 30, 2023. There was discussion about advertising the positions to widen the net to see who in Caroline County would be interested in serving on the Board. The Board would then go through an interview process.

New Business

There was no new business.

Kaleb Hignutt made a motion to adjourn. Bart Johnson seconded the motion. It was unanimously approved.

The meeting was adjourned at 6:45 pm.

Actions taken

- Approved the August 10, 2022 meeting minutes.
- Restated that the Board had approved the selection of Harper & Sons as general contractor for the FY23 Central Library first floor renovation via email on August 30, 2022.

Dates of Next Meetings: January 25, 2023, April 12, 2023, June 14, 2023, August 9, 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.