

Board of Library Trustees for Caroline County Public Library
April 5, 2023 Meeting Minutes
Approved June 14, 2023

The meeting was called to order by President Caroll Visintainer at 6:03 PM at the Federalsburg Branch, 123 Morris Avenue, Federalsburg 2nd floor meeting room.

Present were Caroll Visintainer, Melissa Leonard, Sarah Dahl, Bart Johnson, and Tomas Davila; along with Executive Director Debby Bennett and Assistant Director Jonah Owens.

Board members Steve Fleegle and Kaleb Hignutt were not present.

There were no citizens present.

Minutes

Tomas Davila moved to accept the minutes as written. Melissa Leonard 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 some highlights from the report, including Neyda Monter leaving the employ of the library and the recent hiring of Brittney Hanke as our new Federalsburg Branch Manager. Ms. Hanke will begin work on May 1 with initial training at the Central Library. He also reviewed the upcoming Summer Reading plans, the Federalsburg book club's 20th anniversary event, along with other recent events.

For Board approval

- The board approved by affirmation their Feb 7, 2023 approval by email of the contract award for Interior Data Cabling Installation to Technical Specialists, Inc (Tspec)
- The board approved by affirmation their April 4 approval by email of Harper & Sons Change Order #3.

Report of the Executive Director

- Ms. Bennett gave an update of the Central Library first floor renovation, which included some additional unexpected costs. The renovation continues to be on schedule.
- Ms. Bennett was informed yesterday that the Caroline County Commissioners discussed and agreed to fund the Library's request for \$132,000 capital funds in FY2024 to be the local match for the \$467,000 FY2024 state library capital grant for Phase 2 of the Central Library renovations, which include replacing the slate on the 1995 addition roof and a major upgrade of the elevator.
- Most of the library managers received 1st amendment audit training from Local Government Insurance Trust staff (LGIT). The recorded training is now available online through LGIT's website. All staff will take this training.

Old Business

- Reminder of Caroline County Commissioners Public Budget Hearing on May 2 at 6 pm at the Greensboro Firehall. Dr. Visintainer plans to attend.
- Reminder that Caroll Visintainer and Steve Fleegle finish their second terms on June 30, 2023. The board asked Ms. Bennett and Mr. Owens to advertise the board openings April 15 - May 15

online, and in the May issue of the Caroline Review, along with the Library Facebook page.
Deadline for applications: May 15.

New Business

- Ms. Leonard and Ms. Dahl volunteered to be the Nominating Committee to propose a panel of new officers and to propose names for the entire board to consider for the two new members for FY2023. They will go through the applications with Ms. Bennett and Mr. Owens. Proposed new members voted on by board to then submit to the County Commissioners for appointment.

Bart Johnson moved to adjourn. Sarah Dahl seconded the motion. It was approved unanimously. The Board adjourned at 7 PM.

Actions Taken

- Approved the January 25, 2023 meeting minutes.
- Reconfirmed the Feb 7, 2023 approval by email of the contract award for Interior Data Cabling Installation to Technical Specialists, Inc (Tspec)
- Reconfirmed the April 4 approval by email of Harper & Sons Change Order #3.

Dates of next meetings: Dates of Next Meetings: June 14, 2023; August 9, 2023; October 11, 2023; January 24, 2024; April 10, 2024