

Board of Library Trustees for Caroline County Public Library
June 14, 2023 Meeting Minutes
Approved August 9, 2023

The meeting was called to order by President Caroll Visintainer at 6:04 PM at the Federalsburg Branch, 123 Morris Avenue, Federalsburg 2nd floor meeting room.

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

Board member Steve Fleegle was not present.

Citizens' Time

County Commissioner Larry Porter attended the beginning of the meeting. He praised Caroll Visintainer and Steve Fleegle for their years of service to the Library Board. He also brought up the North County Branch, discussing the management of the property and concerns about the lease coming to an end on March 2025. He encouraged Ms. Bennett and the Board to keep the County Attorney, Stewart Barroll in the loop. Sarah Dahl reiterated her offer to be the Board representative on the committee to work with Library Administration and the County to come up with a plan for addressing the lease and plans moving forward.

Minutes

Melissa Leonard moved to accept the April 5, 2023 minutes as written. Tomas Davila 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 of the highlights in the report, including the hiring of Jacqueline Hase as a Library Associate I Children's Programming Specialist. Ms. Hase will begin work on June 16, 2023.

For Board approval

President Visintainer added the Douron proposal for Central Library furniture to the agenda. It was received Tuesday, June 12.

- Central Library furniture proposal from Douron for \$65,132.31: Sarah Dahl moved to approve the proposal. Kaleb Hignutt seconded the motion. It was approved unanimously.
- The Board reapproved by acclimation their April emailed approval of the Central Library renovation Change Order #4 for \$59,201 which was for the sealing and insulating of the Central Library first floor HVAC ducts.
- Change order for FY24 Phase 2 of Central Library renovation: Ms. Bennett expected to have this for the Board tonight, but did not receive it from the architect yet. She did share that the preliminary prices were staying within the original estimates. She will email it to the Board for email approval when it is finalized.

Larry Porter left the meeting after these approvals.

Report of the Executive Director

- FY23 Central Library renovation update: sealing and insulating of HVAC ductwork is complete. Interior painting underway. Still waiting for the final panel for the new fire alarm system. The project remains on schedule.
- Other repairs:

- Central: After a heavy rain storm leaks were located at Central. A roofer was brought in to find and repair the leaks. The roofer indicated that the two chimneys were in need of repairs & repointing. Two proposals were received. The work will be done early FY2024.
- Federalsburg: The pump that pumps the sewage up the hill to the Town's sewer line on Park Lane had to be replaced. The pump chamber also needs to be rebuilt. We have one proposal and are seeking at least one more.
- FY24 Central Library renovation Phase 2: This will be handled as a Change Order with our contractor having been given permission from the County Administrator and County Attorney. While we wait for official paperwork from the State, the contractor met with the roofer and elevator company to get complete proposals. Their change order has been sent to Gant Brunnett Architects, for a complete Change Order to be sent to Ms. Bennett. GBA will continue in their design and oversight position.
- Latest DEI (Diversity, Equity & Inclusion) evaluation of our collections: The Eastern Shore Regional Library pays for a company called CollectionHQ to conduct audits of all eight Eastern Shore public libraries' collections. Audits were completed July 2022, Oct 2022, and again March 2023. E.S. public libraries' collections still rank slightly higher than the national average of DEI items, 17.9% and 16% respectfully. Additionally all county library systems and 24 out of 26 library branches ranked higher than they national average when only their county's or branch holdings were analyzed.
- FY24 Grants: ESRL \$80,000, which will be used for materials, programs and other services and resources. We will also receive a Library Services and Technology Act (LSTA) staff development grant from the Maryland State Library Agency (MSLA).
- MS. Bennett and Mr. Owens attended a statewide library virtual meeting, followed by a two day in-person statewide Futures Blueprint workshop to identify possible future threats and challenges facing Maryland public libraries. A document will be created for libraries to use to move forward individually and in a collective manner.
- Jennifer Dorr is attending the annual Society for Human Resource Management (SHRM) conference this week. Jonah and Valerie will attend American Library Association (ALA) annual conference end of June.
- The Friends of the Library held their annual meeting June 8 at the Wharves of Choptank Heritage and Visitors Center in Denton. They reviewed their work on their Capital Campaign to raise \$50,000 to help the Library with the purchase of new furniture for the Central Library first floor renovation. When Ms. Bennett let them know that new shelving for the adult and areas of the library would cost \$78,000, they kept on fundraising and raised the \$78,000.
- The current cleaning company raised their fee for cleaning the three library facilities 57% for FY2024. We will put out a RFP for cleaning services to ensure we are getting the best cleaning for the price.

At 6:42 pm Tomas Davila made the motion that the Board moved 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, Leonard, Johnson, Davila, Hignutt, Bennett, Owens.
Bart Johnson seconded the motion. It was approved unanimously.

At 7:06 pm Sarah Dahl made the motion and Bart Johnson seconded the motion to move back into Open Session. It was approved unanimously.

Dr. Visintainer noted that the discussion was related to proposed FY2024 operating budget changes.

Old Business

- Finalize FY2024 Operating Budget: Melissa Leonard moved that the proposed revised FY2024 operating budget be approved as presented. Kaleb Hignutt seconded the motion. It was approved unanimously.
- North County Branch lease (ending March 31, 2025): The Board noted this was discussed with Caroline County Commissioner Larry Porter at the beginning of the meeting. Ms. Bennett will follow up with the County Attorney to request his assistance.

New Business

- Nominating committee's proposed panel of new officers for FY2024
 - President: Bart Johnson
 - Vice President: Melissa Leonard
 - Treasurer: Kaleb Hignutt
 - Secretary: Sarah Dahl

There were no additional nominations from the floor. The Board unanimously approved the proposed slate.

- Nominating committee's proposed two new members for first term beginning July 1, 2023
 - Tamara Kelly-Molock of Denton, MD. A long-time educator, she presently is employed by the Anne Arundel County Public School System as a school principal. She sees the Library's role is to promote and support literacy, provide access to technology and literature, along with providing access to a variety of programs in order to meet the needs of all Caroline County citizens.
 - Holly Trice of Denton, MD. serves as the Director of Nursing at the Caroline County Health Department. She sees the role of the Library as a resource center for the community, providing technology such as computers and Internet access, along with promoting reading and providing a variety of community events for Caroline County citizens.

The Board unanimously approved the nomination of these two applicants to the Caroline County Commissioners for appointment to the Board.

- Nominating Committee's proposed board representative to serve on the Eastern Shore Regional Library Board
 - Sarah Dahl volunteered to serve. The Board approved by acclamation Ms. Dahl as their representative on the ESRL Board.
- Celebration of Carroll Visintainer and Steve Fleegle for their time and dedication on the Board of Library Trustees. The other Board members thanked both for their time and service to the Board. A certificate of appreciation and a gift certificate from the other Board members was presented to Dr. Visintainer. They will mail their certificate of appreciation and gift certificate to Mr. Fleegle.

Tomas Davila moved that the Board adjourn. Melissa Leonard seconded the motion The Board voted to adjourn at 7:30 pm.

Actions Taken

- Approved the April 5, 2023 meeting minutes.
- Approved the Central Library furniture proposal from Douron.
- Reapproved by acclamation their April emailed approval of the Central Library renovation Change Order #4.
- Approved the proposed revised FY2024 Operating Budget as presented.
- Approved the Nominating Committee's proposed slate of officers for FY2024.
- Approved the nomination of Holly Trice and Tamara Kelly-Molock to the Caroline County Commissioners for appointment to the Board.
- Approved by acclamation Ms. Dahl as their representative on the ESRL Board.

Dates of next meetings: Dates of Next Meetings: August 9, 2023; October 11, 2023; January 24, 2024, April 10, 2024; June 12, 2024

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.