

**Board of Library Trustees for Caroline County**  
**June 12, 2024 Meeting Minutes**  
**Approved August 14, 2024**

The meeting was called to order by President Bart Johnson at 6 pm at the Central Library, Denton 2nd Floor meeting room.

Present were Bart Johnson, Sarah Dahl, Tomas Davila, Tamara Kelly-Molock, Holly Trice, Melissa Leonard, and Kaleb Hignutt; along with Executive Director Debby Bennett, Assistant Director Jonah Owens, and Office Manager Jennifer Dorr.

**Citizens' Time**

There were no citizens present.

**Minutes**

Tamara Kelly-Molock moved to approve the April 10, 2024 meeting minutes as presented. Holly Trice 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.

**For Board approval**

- Materials Selection Policy- updated to add language to comply with Maryland's Freedom to Read Act to the policy. Sarah Dahl made a motion to approve as revised and Melissa Leonard seconded the motion. It was approved unanimously.
- Strategic Plan Extension - Sarah Dahl made a motion to approve Jonah Owens's request to extend the Strategic Plan to 6/30/2025. Melissa Leonard seconded the motion. It was approved unanimously.
- Signature & Access Authority for Bank Accounts - Sarah Dahl made a motion to approve Jonah Owens's request to add the Executive Director, Board of Trustees President, and Board of Trustees Treasurer to have signature authority on all bank accounts, and the Office Manager shall have access authority. Kaleb Hignutt seconded the motion. It was approved unanimously.

**Report of the Executive Director & Assistant Director**

- FY23 Central Library renovation final update (lights, need extra new ceiling tiles, electrician to update circuit cabinets)
- Freedom To Read Act Standards for MD public libraries – Maryland State Library Agency will work with a group of stakeholders to develop a draft regulation for approval by the State Library Board at their meeting on June 12, 2024.
- Challenged Materials Guidelines – reviewed the procedures for reconsideration of materials.
- Collective Bargaining –discussed collective bargaining bill HB609 that goes into effect July 1, 2024
- Strategic Plan Update – discussed Jonah Owens' work on updating the strategic plan.
- New ESRL Director appointment was announced. Lori A. Milach will start as ESRL CEO on July 29, 2024.
- Jonah and team are currently interviewing applicants for 4 open positions.
- Discussion of Deborah Bennett's retirement on June 30, 2024. The retirement for Ms. Bennett will be on June 28 from 3-6 pm at the Wharfs of Choptank Visitor & Heritage Center.

At 7:00 pm Kaleb Hignutt made the motion to move into a Closed Session for Discussion of the performance and assignment of specific employees and the Proposed FY25 budget changes.

Authority: 2014 Md. Code, State Government 3-305(b) (1) Tamara Kelly-Molock seconded the motion. It was unanimously approved.) Attendees: Johnson, Dahl, Leonard, Kelly-Molock, Trice, Davila, Hignutt, Bennett, Owens, Dorr.

At 7:10 Tomas Davila made the motion to move back into Open Session. Sarah Dahl seconded the motion.

The closed session discussions included the performance and assignment of specific employees and the proposed FY25 Operating Budget.

### **Old Business**

- Finalize FY2025 Operating Budget - Melissa Leonard made a motion to approve the revised FY25 Operating Budget as proposed. Holly Trice seconded the motion. It was approved unanimously.
- North County Branch lease ending March 31, 2025. There has not been any recent communication from MRDC leadership.

### **New Business**

The nominating committee (Holly Trice and Tamara Kelly-Molock) thanked Jonah Owens and Sarah Dahl for their assistance through the interview process of board applicants.

- Melissa Leonard moved to approve the Nominating Committee's proposed panel of new officers for FY2025 of President Sarah Dahl, Vice President Melissa Leonard, Treasurer Kaleb Hignutt, and Secretary Tamara Kelly-Molock. Tomas Davila seconded the motion. It was unanimously approved.
- Sarah Dahl made a motion to approve the Nominating Committee's proposal of Angela Visintainer as the new member for first term beginning July 1, 2024 . Kaleb Hignutt seconded the motion. It was unanimously approved. Mr. Owens will send a letter to the County Commissioners requesting the appointment of Ms. Visintainer to the Board.
- Nominating Committee's proposed board representative to serve on the Eastern Shore Regional Library Board in FY25. - Sarah Dahl volunteered to continue to serve on the ESRL board for FY25. It was unanimously approved.
- Ms. Bennett, Mr. Owens and board members thanked Bart Johnson for his 10 years of service on the Board of Library Trustees. This is his last meeting.

Melissa Leonard moved to adjourn the meeting. Tamara Kelly-Molock seconded the motion. It was unanimously approved. The Board adjourned at 7:30 pm.

### **Actions taken**

Approved the April 10, 2024 meeting minutes.

Approved Materials Selection Policy

Approved Strategic Plan extension

Approved Signature & Access Authority for Bank Accounts

Approved FY25 budget

Approved FY25 slate of officers

Approved nomination of Angela Visintainer to the County Commissioners' for appointment to the Board.

Approved Sarah Dahl to continue as board representative on Eastern Shore Regional Library board.

Dates of Next Meetings: June 12, 2024; August 14, 2024; October 9, 2024, January 22, 2025

*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.*