

**Board of Library Trustees for Caroline County
October 16, 2024 Meeting Minutes**

Approved January 29, 2025

The meeting was called to order by President Sarah Dahl at 6 PM at the Central Library, Denton 2nd Floor meeting room.

Present were: Sarah Dahl, Tamara Kelly-Molock, Holly Trice, Angela Visintainer, and Kaleb Hignutt; along with Executive Director Jonah Owens, and Office Manager Jennifer Dorr. Library auditor Roy Geiser with UHY, LLP was also present.

Board members Melissa Leonard and Tomas Davilla were not present.

Citizens' Time

There were no citizens present.

FY24 Audit

Auditor Roy Geiser reviewed the FY24 audit with the board, including the new SAS 145 auditing standard. This is a draft copy of the audit. Sarah Dahl moved to preliminarily approve the audit as submitted. Holly Trice seconded the motion. It was approved unanimously. After answering questions from the Board, Mr. Geiser left the meeting. Final approval will be provided via email.

Minutes

Holly Trice moved to approve the August 14, 2024, meeting minutes as presented. Kaleb Hignutt seconded the motion. It was approved unanimously.

Treasurer's Report

Mr. Owens reviewed with the Board both the Balance Sheet and the Treasurer's Report. The reports were accepted to be filed for audit.

CCPL Progress Report

Mr. Owens reviewed some highlights from the staff progress report, including staffing updates, programming, outreach, and technology updates.

For Board approval

- Holly Trice moved that the Board reapprove the proposed revised Meeting Room Policy. Kaleb Hignutt seconded the motion. It was approved unanimously.

Report of the Executive Director

- Mr. Owens provided the Board with a staffing update.
- The Central branch A/V and lighting upgrades in the small and large meeting rooms has been completed. there were issues with the snow guards on the new slate roof that have been fixed by the roofer.
- Mr. Owens discussed the lease of the NCB facility and ongoing plans to address the issue. The board voted to give Mr. Owens the authority to request the County renew the lease in January, 2025 if deemed necessary.
- Mr. Owens is working with the Caroline County Public School system as they move to a new ILS System
- Mr. Owens discussed with the Board the internet outage experienced by Maryland libraries 9/1/2024 – 9/3/2024, and a new event calendar and meeting room software scheduled for deployment January 1, 2025

- Mr. Owens discussed his ongoing work on updating the strategic plan, including plans to hold focus groups in November.
- Mr. Owens presented the Annual Report
- Mr. Owens provided information on the website MyFamilyNeeds.com and it's replacement, carolinebettertogether.org

Old Business

- North County Branch lease ending March 31, 2025.

New Business

- No New Business

Kaleb Hignutt moved to adjourn the meeting. Holly Trice seconded the motion. It was unanimously approved. The Board adjourned at 7:42 pm.

Actions taken

Approved the August 14, 2024 meeting minutes

Preliminary approval of the draft audit as submitted

Approved the proposed revisions to the Meeting Room Use Policy

Approved granting the Executive Director authority to request the County Commissioners renew lease if necessary.

Dates of Next Meetings: January 22, 2025; April 9, 2025; June 11, 2025; August 13, 2025; October 8, 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.