

**Board of Library Trustees for Caroline County  
January 29, 2025, Meeting Minutes**

**Approved April 9, 2025**

The meeting was called to order by President Sarah Dahl at 6 pm at the Central Library, Denton 2<sup>nd</sup> Floor meeting room.

Present were Sarah Dahl, Tomas Davila, Tamara Kelly-Molock, Holly Trice, Melissa Leonard, Angela Visintainer, and Kaleb Hignutt; along with Executive Jonah Owens and Office Manager Jennifer Dorr. Library staff members Dana Short, Aurai Volt, and Deja Johnson were also present.

**Citizens' Time**

There were no citizens present.

Mr. Owens introduced Dana Short, Aurai Volt, and Deja Johnson, who are attending this meeting to meet a Library Associate Training Institute assignment about learning about their Board of Library Trustees by attending a meeting.

**Minutes**

Tomas Davila moved to approve the October 16, 2024, meeting minutes as presented. Melissa Leonard 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.

**Staff progress report**

Mr. Owens and Ms. Dorr 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 approve the proposed revised Library Cards and Borrowing Policy. Tomas Davila seconded the motion. It was unanimously approved.
- Melissa Leonard moved that the Board approve the proposed revised Annual Leave Policy. Tamara Kelly-Molock seconded the motion. It was unanimously approved.
- Melissa Leonard moved that the Board approve the proposed revised Caroline County Public Library Holiday Closures. Holly Trice seconded the motion. It was unanimously approved.
- Tomas Davila moved that the Board reapprove the Board decision of October 16, 2024 for the Caroline County Commissioners to renew the North County Branch lease. Holly Trice seconded the motion. It was unanimously approved.

**Report of the Executive Director**

- Mr. Owens discussed a letter received from the Town of Federalsburg regarding the pipe materials and suggesting testing for lead. Mr. Owens reached out to Water Testing Labs of Maryland and sent samples. No lead was detected. Results were forwarded to the Town of Federalsburg and the County.
- The Central Branch continues to have issues with the snow guards on the new roof. The contractor has been contacted regarding the issue. Options for the light above the circulation desk are being reviewed as the current one is bothersome for some staff. Mr. Owens discussed working with Emergency Management regarding the Central Library potentially being an emergency warming station.

- North County Branch continues to have HVAC issues. The units have not been able to keep up with the colder temperatures. Working closely with MRDC to correct the issues.
- Mr. Owens discussed the NCB lease update. Caroline County attorney, Stewart Barroll sent a letter to MRDC of our intent to renew the lease.
- Mr. Owens discussed that the transition for Caroline County Public Schools to be on their own Integrated Library System has been completed as of December 2024.
- Mr. Owens discussed his ongoing work on updating the strategic plans. The focus groups have been completed, and we are waiting on feedback from all participant groups.
- Mr. Owens discussed his work on staff annual training initiatives. This year will focus on customer service. All staff will take part in the year-long trainings.
- Mr. Owens discussed the Time to Care Act , also known as Maryland Family Medical and Medical Leave Insurance (FAMLI) that is due to begin July 1, 2026. We are working with the Maryland Association of Boards of Education (MABE) as part of the TCA Collaborative.
- Library Legislative Day will be held on Tuesday, February 11 in Annapolis. Mr. Owens and Ms. Dorr to attend.
- Mr. Owens discussed the Maryland new heat stress regulations. A written plan will be developed for heat-related illness prevention and management.
- Mr. Owens discussed the memo from the State Librarian regarding the Freedom to Read Act and the Library's policies and standards.

At this time Dana Short, Aurai Volt, and Deja Johnson left the meeting.

At 7:24 pm Melissa Leonard made the motion to move into a Closed Session for discussion of the performance and assignment of specific employees. Authority: 2014 Md. Code, State Government 3-305(b) (1). Kaleb Hignutt seconded the motion. It was unanimously approved.

Attendees: Dahl, Kelly-Molock, Trice, Davila, Leonard, Hignutt, Visintainer, Owens, Dorr.

At 7:44 pm Melissa Leonard made the motion to move back into Open Session. Kaleb Hignutt seconded the motion.

Closed Session discussions were regarding performance and assignment of specific employees in relation to the FY25 Operating Budget and proposed FY26 Operating Budget.

### **Old Business**

No old business.

### **New Business**

- Mr. Owens reviewed with the Board the County FY2026 Budget Calendar. Mr. Owens and Ms. Dorr will attend the Budget Round Table on February 25, and March 11 and May 6 Public Budget Hearings.
- Proposed FY26 Operating and Capital budgets are due to the Caroline County Office of Finance by February 3. Mr. Owens received an email from the State Librarian with the preliminary FY25 state aid amount.
- Proposed FY2026 Operating budget  
The Board reviewed the proposed budget documents presented by Mr. Owens. Melissa Leonard moved to approve the budget as proposed. Tomas Davila seconded the motion. It was approved unanimously.
- Proposed FY2026 Capital budget- none proposed for FY2026.

Holly Trice made the motion to adjourn. Melissa Leonard seconded the motion. It was unanimously approved. The Board adjourned at 7:58 PM.

**Actions Taken**

Approved the October 16, 2024 meeting minutes.

Approved proposed revisions to the Library Cards and Borrowing Policy

Approved proposed revisions to the staff Annual Leave policy

Approved proposed revisions to the Caroline County Public Library Holiday Closures

Approved the County Commissioners North County Branch lease renewal

Approved the proposed FY26 Operating budget

Dates of Next Meetings: 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.*