

**Board of Library Trustees for Caroline County**  
**January 21, 2026, Meeting Minutes**  
**Approved April 8, 2026**

The meeting was called to order by President Sarah Dahl at 6:01 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.

**Citizens' Time**

There were no citizens present.

**NCB Lease Discussion with Commissioner Larry Porter**

Commissioner Porter discussed the North County Branch lease with the Library Board.

**Minutes**

Tomas Davila moved to approve the October 15, 2025, 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 reviewed some highlights from the staff progress report, including updates on staffing, programming, outreach, and technology. Mr. Owens moved and the Board approved the proposed revised Privacy Policy. Tamara Kelly Molock seconded the motion. It was unanimously approved.

**For Board approval**

**Report of the Executive Director**

- Mr. Owens provided the Library Board with an update on Library facilities:
  - A pest control service began treating the Central library in December
  - The HVAC unit servicing the Easy Room at the Central Library needed servicing on 12/30
  - Loose tiles in the 1<sup>st</sup> floor women's restroom at Central led to the discovery of a leaky pipe that needs to be replaced.
  - Critter Control has installed anti-bird netting at NCB
  - HVAC's at NCB are maintaining, but struggling in the cold weather.
  - NCB continues to have multiple leaks from the roof when it rains.
- Mr. Owens discussed the upcoming MSRA audit with the Library Board.
- Mr. Owens informed the board that our Longer Term Care insurance provider is leaving the market.
- Mr. Owens discussed new ADA rules for websites
- Mr. Owens discussed the upcoming Library Legislative Day on Tuesday, February 10.
- Mr. Owens discussed the potential of a refresh of the Federalsburg library within the next few years
- Mr. Owens review Library Board terms and contact information.

At 7:03 pm Tomas Davillas 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,

At 7:19 pm Holly Trice made the motion to move back into Open Session. Melissa Leonard seconded the motion.

Closed Session discussions were regarding performance and assignment of specific employees in relation to the proposed FY27 Operating Budget.

### **Old Business**

- Mr. Owens reviewed with the Board the library's investment accounts and accounting policy.

### **New Business**

- Mr. Owens reviewed with the Board the County FY2027 Budget Calendar. Mr. Owens will attend the Budget Round Table on February 24, March 10, and May 5 Public Budget Hearings.
- Proposed FY2027 Operating budget  
The Board reviewed the proposed budget documents presented by Mr. Owens. Tomas Davilla moved to approve the budget as proposed. Angela Visintainer seconded the motion. It was approved unanimously.
- Proposed FY2026 Capital budget- none proposed for FY2027.

Melissa Leonard made the motion to adjourn. Holly Trice seconded the motion. It was unanimously approved. The Board adjourned at 7:32 PM.

### **Actions Taken**

Approved the October 16, 2024 meeting minutes.

Approved proposed revisions to the Privacy Policy  
Approved the proposed FY26 Operating budget

Dates of Next Meetings: April 8, 2026; June 10, 2026; August 12, 2026; October 21, 2026

*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.*