

**Board of Library Trustees for Caroline County**  
**April 10, 2024 Meeting Minutes**  
**Approved June 12, 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, and Kaleb Hignutt; along with Executive Director Debby Bennett, Assistant Director Jonah Owens, and Office Manager Jennifer Dorr.

Melissa Leonard was not present.

### **Citizens' Time**

There were no citizens present.

### **Minutes**

Holly Trice moved to approve the January 23, 2024 meeting minutes as presented. Tamara Kelly-Molock 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.

### **Report of the Executive Director**

- The Caroline County Government Finance Office requested proposals for an auditor for FY2024 – FY2028 for the County and Library. Both the County and Library selected UHY.
- New HVAC units were installed at the North County Branch on Feb 7, 2024. The winter heat temperatures were good. Now that it is warming up, staff have switched to air conditioning and are tracking temperatures. The staff work area is doing well. The main library the last two days has had the thermostat set to 68. Today the temperature in the library rose to 79 degrees. It was only around 74 degrees outside. Ms. Bennett will send this information to the County Attorney to let MRDC know.
- MD Library Legislative Day was held Feb 13 in Annapolis. Ms. Bennett, Mr. Owens and Ms. Dorr attended.
- Central renovation update: We are just waiting for two final items for the elevator to be completed for the renovation to be finalized.
- Central repairs: Repairs to the flat roof to find and stop a leak to the first floor near the Teen Zone are scheduled for Monday, April 15. A small repair was made recently to a pipe of the dry sprinkler system in the Makerspace area.
- Plans for replacing Central's two flat roofs have been moved to FY2027. Upcoming repairs should buy us time. Mr. Owens plans to submit a Maryland Library Capital Grant application next spring for FY2027.
- May 18 Central Library renovation completion celebration will be held from 11 am – 1 pm. The Chamber of Commerce will do a ribbon cutting for us.
- Feb 27 Caroline County Budget Round Table for County departments and agencies was held. Ms. Bennett and Mr. Owens attended.
- March 12 County Budget Hearing: Ms. Bennett, Mr. Owens and Library Board member Holly Trice attended. It was not well attended and relatively short.
- Meeting with County Commissioners April 2: Ms. Bennett, Mr. Owens, and Board President Mr. Johnson attended to discuss the Library's FY2025 Operating and Capital budget requests.
- MD's Time to Care FMLI: The state worked on amendments this session and are delaying when the program will begin.

- The State's second year to provide free Chromebook laptops to Maryland residents: Caroline County did not receive any laptops last year. This year Queen Anne's County Local Management Board provided Caroline County Human Services Council with 2000 laptops to give away this year. Their first giveaway was on April 2 at Maryland Rural Development Council's Greensboro location. 120 were given away. They set up on April 3 at our Central Library's 2<sup>nd</sup> floor meeting rooms. 131 laptops were given away. There are more giveaway dates scheduled through May.
- Mr. Owens reported that he will be ordering new people counters for North County Branch and Federalsburg Branch, along with new security cameras for the second floor public area of the Central Library. (NOTE regarding people counters: we have to report annual traffic numbers to the Maryland State Library Agency. We use people counters for this purpose).
- Ms. Bennett is working on receiving two proposals for a plaque commemorating the 2024 completion of the Central Library renovation.
- Ms. Bennett discussed being contacted by a member of a group called Voter Equality. She was looking for a location in Denton to park their RV for a period of time later this month to talk with people about the 28<sup>th</sup> Amendment and provide voter registration forms. Ms. Bennett made some recommendations of parking lots that would be large enough to accommodate their RV.

#### **Old Business**

- Reminder of Caroline County Commissioners Public Budget Hearing May 7 at 6 pm in County Court House Commissioners' meeting room 106.
- Reminder that Bart Johnson will finish his second term June 30, 2024.

#### **New Business**

- The Board discussed applications of interested candidates to fill the July 1 vacancy. One application has been received so far. There is a link on the Library website where the board information is located for any interested people to go to, to complete the application.
- President Johnson appointed Ms. Trice and Ms. Kelly-Molock to be the Board's Nominating Committee. They will bring a list of applicants and their proposed nominee to fill Mr. Johnson's position beginning July 1 to the June 12 Board meeting; along with a proposed panel of new officers for FY2025. (Proposed new member voted on by board to then be submitted to the County Commissioners for appointment.)

Tomas Davila moved to adjourn the meeting. Sarah Dahl seconded the motion. It was unanimously approved. The Board adjourned at 7:06 pm.

#### **Actions taken**

Approved the January 23, 2024 meeting minutes.

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.*