

Board of Library Trustees for Caroline County
August 14, 2024 Meeting Minutes
Approved October 16, 2024

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, Tomas Davila, Tamara Kelly-Molock, Holly Trice, Melissa Leonard, Angela Visintainer, and Kaleb Hignutt; along with Executive Director Jonah Owens, and Office Manager Jennifer Dorr.

Citizens' Time

There were no citizens present.

Minutes

Holly Trice moved to approve the June 12, 2024, meeting minutes as presented. Tomas Davila 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 and our successful Summer Reading program with some high attendance at particular programs.

For Board approval

- Library Internet Use Policy proposal from staff with no changes. Kaleb Hignutt moved that the Board reapprove the Library Internet Policy as proposed with no changes. Tomas Davila seconded the motion. It was approved unanimously.
- Proposed FY2025 Annual Plan: Tamara Kelly-Molock moved that the Board approve the plan as presented. Tomas Davila seconded the motion. It was approved unanimously.
- Proposed revisions to the Staff Handbook – Melissa Leonard moved that the Board approve the update as presented. Holly Trice seconded the motion. It was approved unanimously.
- Proposal to rename the Maryland Room - Holly Trice moved that the Board approve the proposal to rename the Maryland Room after former Executive Director Deborah A. Bennett. Melissa Leonard seconded the motion. It was approved unanimously.

Report of the Executive Director

- Mr. Owens provided the Board with a staffing update.
- The Central branch deployed six new public computers in our Teen Zone and four new in-house laptops were deployed. The A/V equipment and lighting equipment upgrades in the small and large meeting rooms at the Central Library are due to be completed this month.
- ESRL performed network upgrades to both the North County and Federalsburg branches
- Our Federalsburg branch exterior handrails on Park Lane were repaired and concrete and mortar repairs were made to the entry ramp. A new toilet was installed in the first-floor public restroom.
- Our North County branch had thermostat issues during the heatwave in August. MRDC had their contractor in to assess and correct the issue. The humidity levels continue to run high, even with two humidifiers being used. These units are being emptied three times a day. The roof is still leaking when it rains. We are still waiting on updated plans for the roof replacement.
- Mr. Owens discussed his ongoing work on updating the strategic plan.
- Mr. Owens discussed the Annual Report that is to be completed by the October 9 board meeting

- Mr. Owens discussed the Statewide Collection Development Standards for Libraries that MSLA is drafting.
- Mr. Owens provided information on the website MyFamilyNeeds.com

Old Business

- North County Branch lease ending March 31, 2025. There has not been any recent communication from MRDC leadership.

New Business

- No New Business

Melissa Leonard moved to adjourn the meeting. Kaleb Hignutt seconded the motion. It was unanimously approved. The Board adjourned at 7:13 pm.

Actions taken

Approved the June 12, 2024 meeting minutes.

Reapproved the Internet Use Policy with no changes.

Approved the proposed FY2025 Annual Plan

Approved the proposed revisions to the Staff Handbook

Approved the proposal to rename the Maryland Room

Dates of Next Meetings: 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.