Board of Library Trustees for Caroline County
April 9, 2025, Meeting Minutes

Approve June 11, 2025

The meeting was called to order by President Sarah Dahl at 6:02 pm at the Central Library, Denton 2nd Floor meeting room.

Present were Sarah Dahl, Tomas Davila, Tamara Kelly-Molock, and Kaleb Hignutt; along with Executive Jonah Owens and Office Manager Jennifer Dorr. Library staff members Gabrielle Nockelin and Glorinel Oquendo Pagan were also present.

Board members Holly Trice, Melissa Leonard, and Angela Visintainer were not present.

Citizens' Time
There were no citizens present.

Mr. Owens introduced Gabrielle Nockelin and Glorinel Oquendo Pagan, 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 January 29, 2025, 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.

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
- Tamara Kelly-Molock moved that the Board approve the proposed revised Volunteer Policy with suggested amendments. Tomas Davila seconded the motion. It was unanimously approved.
- Kaleb Hignutt moved that the Board approve the proposed Strategic Plan FY26-FY30. Tomas Davila seconded the motion. It was unanimously approved.

At this time Gabrielle Nockelin and Glorinel Oquendo Pagan left the meeting.

Report of the Executive Director
- North County Branch continues to have HVAC issues. On a warm day in April the A/C did not turn on. MRDC sent contractors out. The system has been working since. Wi-Fi thermometers have been installed at the building so that temperatures can be monitored remotely.
- NCB has had wasps. The areas of activity have been sprayed. MRDC has been notified, and we continue to monitor the situation.
- The Central Branch Teen Zone electric outlets and lights were rewired from the main light switch so that our teen computers can be left on to do system updates after hours.
- The annual elevator inspection failed due to a wiring issue that Ark and Delaware Elevator need to fix. We have 60 days to resolve the issue and have the elevator reinspected.
- MD Library Legislative Day was held February 11 in Annapolis. Mr. Owens and Ms. Dorr attended.

- February 25 Caroline County Commissioners' Budget Roundtable for County departments and agencies was held. Mr. Owens and Ms. Dorr attended.
- March 11 County Budget Hearing: Mr. Owens and Ms. Dorr attended. It was short and not well attended. Mr. Owens and Ms. Dorr plan to attend the last scheduled budget hearing on May 6.
- Mr. Owens discussed Maryland's new heat stress regulations and reviewed the Heat Illness Prevention Plan and procedures.
- Mr. Owens discussed an update on the FY25 Annual Plan. The FY26 Annual Plan will be submitted for approval in June.
- One Maryland One Book (OMOB) MD Humanities has selected Kin: Rooted in Hope by Carol Boston Weatherford for 2025.
- Mr. Owens discussed the Eastern Shore Regional Library updates.
- Mr. Owens gave an update on the Library of Things (LOT) website, wish list, and timeline.
- Mr. Owens discussed the Time to Care Act, also known as Maryland Family Medical and Medical Leave Insurance (FAMLI) which was again delayed. The new timeline for payroll deductions will be January 1, 2027 and benefits will start January 1, 2028.
- Mr. Owens discussed the memo from the State Librarian regarding the Institute of Museum and Library Services (IMLS) and Library Services and Technology Act funding issues. He will continue to monitor this situation.
- Mr. Owens gave an update on the library's social media postings and policies.

Old Business
No old business.

New Business

- President Dahl appointed Ms. Trice and Mr. Hignutt to be the Board's Nominating Committee to propose a panel of new officers for FY2026 at the June 11 Board meeting.

Tamara Kelly-Molock made the motion to adjourn. Kaleb Hignutt seconded the motion. It was unanimously approved. The Board adjourned at 8:06 PM.

Actions Taken
Approved the January 29, 2025, meeting minutes.
Approved proposed revisions to the Volunteer Policy with suggested amendments
Approved the Caroline County Public Library Strategic Plan FY26 – FY30

Dates of Next Meetings: 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.