Board of Library Trustees for Caroline County
June 11, 2025 Meeting Minutes
Approved August 13, 2025

The meeting was called to order by President Sarah Dahl at 6:00 PM at the Central Library, Denton 2nd Floor meeting room.

Present were Sarah Dahl, Tomas Davila, Angela Visintainer, Holly Trice, Melissa Leonard, and Kaleb Hignutt; along with Executive Jonah Owens and Office Manager Jennifer Dorr.

Board Member Tamara Kelly-Molock was not present.

Citizens' Time
There were no citizens present.

Minutes
Tomas Davila moved to approve the April 9, 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 staffing updates, programming, outreach, and technology updates.

For Board approval

- Bookkeeping and Payroll Outsourcing: Angela Visintainer moved that the Board approve the proposal to outsource bookkeeping and payroll to WLMC. Kaleb Hignutt seconded the motion. It was unanimously approved.
- Bookkeeping and Payroll Outsourcing: Melissa Leonard moved that the Board approve "view only" banking privileges to the bookkeeping and payroll firm. Holly Trice seconded the motion. It was unanimously approved.
- FY26 Annual Plan: Tomas Davila moved that the Board approve the proposed FY26 Annual Plan. Kaleb Hignutt seconded the motion. It was unanimously approved.

Report of the Executive Director

- Issues with the Central Library men's restroom were discussed. Temperatures at NCB remain within acceptable ranges.
- Discussed the successful completion of the county budget cycle.
- Discussed the status of the North County Branch lease and ongoing negotiations with MRDC.
- The library has been notified that we will receive all promised LSTA funds via MSLA this year, and we are optimistic that we will receive next year's funds as well.
- Discussed a FOIA request that was submitted to the Executive Director on May 15.

At 6:44 PM, Melissa Leonard made the motion to move into a Closed Session for Discussion of the performance and assignment of specific employees and the Proposed FY25 budget changes. Thomas Davilla seconded. Authority: 2014 Md. Code, State Government 3-305(b) (1) Tomas Davila seconded the motion. It was unanimously approved. Attendees: Dahl, Leonard, Visintainer, Trice, Davila, Hignutt, Owens, Dorr.

At 7:04 PM, Melissa Leonard made the motion to move back into Open Session. Holly Trice seconded the motion.

The closed session discussions included the performance and assignment of specific employees and the proposed modification to the FY25 Operating Budget and the proposed FY26 Operating Budget.

Old Business

- Update FY2025 Operating Budget – Angela Visintainer made a motion to approve the revised FY25 Operating Budget as proposed. Holly Trice seconded the motion. It was approved unanimously.
- Finalize FY26 Operating Budget- Tomas Davila made a motion to approve the finalized FY26 Operating Budget as proposed. Kaleb Hignutt seconded the motion. It was approved unanimously.

New Business

- Melissa Leonard moved to approve the Nominating Committee's proposed panel of new officers for FY2025 of President Sarah Dahl, Vice President Melissa Leonard, Treasurer Kaleb Hignutt, and Secretary Tamara Kelly-Molock. Angela Visintainer seconded the motion. Angela Visintainer seconded the motion. It was unanimously approved.
- Angela Visintainer made a motion to approve the Nominating Committee's proposal to nominate Board member Melissa Leonard to the County Commissioners for a second 5-year term, to extend to June 30, 2030. Tomas Davila seconded the motion. It was unanimously approved.
- Nominating Committee's proposed board representative to serve on the Eastern Shore Regional Library Board in FY26. Sarah Dahl volunteered to continue to serve on the ESRL board through FY27. It was unanimously approved.

Melissa Leonard moved to adjourn the meeting. Tomas Davila seconded the motion. It was unanimously approved. The Board adjourned at 7:13 PM.

Actions taken

Approved the April 19, 2025, meeting minutes.
Approved proposal to outsource bookkeeping and payroll
Approved View Only privileges to the bookkeeping company for bank accounts
Approved FY26 Annual Plan
Approved FY25 modification to operating budget
Approved FY26 operating budget
Approved FY26 slate of officers
Approved nomination of Melissa Leonard to the County Commissioners for a second term to the Board.
Approved Sarah Dahl to continue as board representative on Eastern Shore Regional Library board.

Dates of Next Meetings: August 13, 2025; October 8, January 21, 2026, April 8, 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.