Board of Library Trustees for Caroline County
August 13, 2025 Meeting Minutes
Approved October 15, 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, Angela Visintainer, Holly Trice, Tamara Kelly-Molock, and Kaleb Hignutt, along with Executive Director Jonah Owens.

Board Members Tomas Davilla and Melissa Leonard were not in attendance

Citizens' Time
There were no citizens present.

Minutes
Angela Visintainer moved to approve the June 11, 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 reviewed some highlights from the staff progress report, including staffing updates, programming, outreach, partnerships, and technology updates.

For Board approval

- Internet Use Policy: Holly Trice moved to approve the Internet Use Policy as presented. Kaleb Hignutt seconded the motion. It was approved unanimously.
- Purchasing Policy: Tamara Kelly-Molok moved to approve the Purchasing Policy as presented. Holly Trice seconded the motion. It was approved unanimously.
- Credit Card Policy: Kaleb Hignutt moved to approve the Credit Card Policy with Angela Visintainer's recommended edits. Tamara Kelly-Molok seconded the motion. It was approved unanimously.
- Salary Schedule: Angela Visintainer moved to approve the Salary Schedule as presented. Kaleb Hignutt seconded the motion. It was approved unanimously.
- Holiday Request: Tamara Kelly-Molok made a motion to approve Mr. Owens' request for the library to close on Friday, December 26, 2025. Holly Trice seconded the motion. It was approved unanimously.

Report of the Executive Director

- Mr. Owens provided the board with an update on facility issues. Points of discussion included the HVAC units in the server rooms at both the Federalsburg and Central libraries, vandalism at the Central Library, HVAC maintenance at the Central Library, and replacement of soap dispenser at the Central Library.
- Mr. Owens reported out on his first meeting with Charles Huester, the new Executive Director of the Maryland Rural Development Corporation.
- Mr. Owens reported on the bookkeeping process with WLMC.
- Mr. Owens discussed the organization chart with the board.

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

New Business

Kaleb Hignutt moved to adjourn the meeting. Angela Visintainer seconded the motion. It was unanimously approved. The Board adjourned at 7:13 PM.

Actions taken
Approved the June 11, 2025, meeting minutes.
Approved Internet Use Policy
Approved Purchasing Policy
Approved Credit Card Policy
Approved Salary Schedule
Approved Holiday Request

Dates of Next Meetings: October 8, 2025; January 21, 2026; April 8, 2026; June 10, 2026; August 12, 2026.

Meetings are conducted in Open Session unless otherwise indicated. All or part of the Library Board's meetings can be held in closed session under the authority of the state open meetings law by vote of the Board.