Board of Library Trustees for Caroline County
April 8, 2026, Meeting Minutes

The meeting was called to order by President Sarah Dahl at 6:04 pm at the Central Library, Denton 2nd Floor meeting room.

Present were Sarah Dahl, Tomas Davila, Tamara Kelly-Molock, Holly Trice, and Melissa Leonard, along with Executive Jonah Owens.

Kaleb Hignutt and Angela Visintainer were not in attendance

Citizens' Time
There were no citizens present.

Mr. Owens introduced Zoe Breeding and Sikari Harless, who are attending this meeting as part of an assignment required for completion of the Library Associate Training Institute.

NCB Lease Discussion with MRDC Executive Director Charles Huester
Charles Huester was not present for this meeting. In his absence, the board discussed how to move forward with the MRDC lease renewal.

Minutes
Tomas Davila moved to approve the January 21 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 updates on staffing, programming, outreach, and technology.

For Board approval

- Tomas Davilla moved that the Board approve the proposed revisions to the Materials Selection Policy. Tamara Kelly-Molock seconded the motion. It was unanimously approved.

Report of the Executive Director

- Mr. Owens provided the Library Board with an update on Library facilities:
  - A small HVAC unit will be installed in the Central Library's large attic space to help control humidity.
  - The Central Library's downstairs men's restroom was vandalized once again. Repairs will be around $600.
  - The Library has signed a new contract with Danny's Lawncare to provide landscaping services for the Central and Federalsburg libraries as well as snow removal for the Federalsburg Library.
  - The Central Library's annual elevator inspection was completed without issue
- Mr. Owens discussed his time at the PLA conference and outlined a plan for library lockers in communities throughout the county.
- Mr. Owens informed the board ESRL will be discontinuing it's Hoopla subscription at the end of May and replacing it with a few other more sustainable resources.

- Mr. Owens discussed a summons he received for the camera footage of the Federalsburg parking lot used in a law enforcement investigation.
- Mr. Owens discussed the State's plan to pass on 50% on the increased cost of state retirement to county governments
- Mr. Owens discussed the potential of a refresh of the Federalsburg library within the next few years
- Mr. Owens informed the board that he has been selected to participate in the MSLA capital review committee
- Mr. Owens discussed the projected 2-% increase in insurance.

Old Business

- Tomas Davilla made a motion to nominate Sarah Dahl and Kaleb Hignutt for a 2nd term on the library board. Holly Trice seconded the motion. It was approved unanimously.

New Business

- President Dahl appointed Ms. Trice and Mr. Davilla to be the Board's Nominating Committee to propose a panel of new officers for FY2026 at the June 10 Board meeting.
- Mr. Owens discussed installing a new keycard access system at the Central Library. He has received two proposals already. Tamara Kelly-Molock made a motion to waive the requirement for a 3rd proposal. Melissa Leonard seconded the motion. It was approved unanimously.
- Holly Trice made a motion to authorize Mr. Owens to investigate the two proposals and select the one that will be the best fit for the library. Melissa Leonard seconded the motion. It was approved unanimously.

  Tomas Davilla made the motion to adjourn. Tamara Kelly-Molock seconded the motion. It was unanimously approved. The Board adjourned at 7:08 PM.

Actions Taken

Approved the January 21, 2026, meeting minutes.
Approved proposed revisions to the Materials Selection Policy
Approved waiving the need for a 3rd proposal for the keycard access system
Approved authorization for Mr. Owens to pick the best proposal for the Keycard project.

Dates of Next Meetings: June 10, 2026; August 12, 2026; October 21, 2026; January 20, 2027

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.