Board of Library Trustees for Caroline County
June 10, 2026, Meeting Minutes
Approved August 12, 2026

The meeting was called to order by President Sarah Dahl at 6:03 pm at the Central Library, Denton 2nd Floor meeting room.

Present were Sarah Dahl, Tomas Davila, Holly Trice, Kaleb Hignutt, and Angela Visintainer, along with Executive Jonah Owens.

Melissa Leonard and Tamara Kelly-Molock were not in attendance

Citizens' Time
There were no citizens present.

Mr. Owens introduced Cristal Toribio and Zach Eicholtz, who are attending this meeting as part of an assignment required for completion of the Library Associate Training Institute.

Minutes
Tomas Davila moved to approve the April 8 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 updates on staffing, programming, outreach, and technology.

For Board approval

Report of the Executive Director

- Mr. Owens provided the Library Board with an update on Library facilities:
  - They Keycard access project at the Central Library was successfully completed.
  - North County Branch Library had to close early on May 18th and May 19th due to a non-functioning HVAC unit and high temperatures in the building.
- Mr. Owens discussed his attendance at the June 2 Commissioner's meeting to discuss the status of the NCB lease negotiations.
- Mr. Owens noted that the auditor would be present on June 29 for pre-audit fieldwork.
- Mr. Owens reviewed his participation int eh state capital grant review process
- Mr. Owens reviewed 4 library locker quotes with the board and discussed his plan moving forward.

At 7:03 pm Angela Visintainer made the motion to move into a Closed Session for discussion of the performance and assignment of specific employees. Authority: 2014 Md. Code, State Government 3-305(b) (1). Tomas Davilla seconded the motion. It was unanimously approved.
Attendees: Dahl, Trice, Davila, Hignutt, Visintainer, Owens,

At 7:34 pm Kaleb Hignutt made the motion to move back into Open Session. Holly Trice seconded the motion. It was unanimously approved.

Closed Session discussions were regarding performance and assignment of specific employees in relation to the proposed FY27 Operating Budget and revisions to the FY26 Operating Budget.

Old Business

- Update FY26 Operating Budget – Holly Trice made a motion to approve the revised FY25 Operating Budget as proposed. Kaleb Hignutt seconded the motion. It was approved unanimously.
- Finalize FY27 Operating Budget- Tomas Davila made a motion to approve the finalized FY26 Operating Budget as proposed. Angela Visintainer seconded the motion. It was approved unanimously.
- Mr. Owens reviewed the FY26 Annual plan with the board

New Business

- Angela Visintainer 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. Holly Trice seconded the motion. It was unanimously approved.
- Nominating Committee's proposed board representative to serve on the Eastern Shore Regional Library Board in FY27. Sarah Dahl volunteered to continue to serve on the ESRL board through FY27. It was unanimously approved.
- Mr. Owens presented the library's 2027 annual plan to the board for review and discussion. Holly Trice made a motion to approve the plan as presented. Tomas Davilla seconded the motion. It was approved unanimously.

Tomas Davilla made the motion to adjourn. Kaleb Hignutt seconded the motion. It was unanimously approved. The Board adjourned at 8:08 PM.

Actions Taken

Approved the April 8, 2026, meeting minutes.
Approved modification to FY26 operating budget
Approved FY27operating budget
Approved FY27 slate of officers
Approved Sarah Dahl to continue as board representative on Eastern Shore Regional Library board.
Approved FY27 Annual Plan

Dates of Next Meetings: August 12, 2026; October 21, 2026; January 20, 2027; April 14, 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.