Board of Library Trustees for Caroline County
August 12, 2026 Meeting Minutes
Approved October 14, 2026

The meeting was called to order by President Sarah Dahl at 6:01 PM at the Central Library, Denton 2nd Floor meeting room.

Present were Sarah Dahl, Melissa Leonard, Holly Trice, Tamara Kelly-Molock, and Kaleb Hignutt, along with Executive Director Jonah Owens, Office Coordinator Dana Short, Public Services Manager Deja Johnson, and Circulation Coordinator Glorinel Oquendo-Pagan.

Board Members Tomas Davilla and Angela Visintainer were not in attendance

Citizens' Time
There were no citizens present.

Minutes
Holly Trice moved to approve the June 10, 2026 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.

Public Services Department Report:
Deja Johnson and Glorinel Oquendo-Pagan gave an update on CCPL's Public Services Department, including recent accomplishments, current projects, and plans for the future.

CCPL Progress Report
Mr. Owens reviewed some highlights from the staff progress report, including staffing updates, programming, outreach, partnerships, and technology updates.

For Board approval

- Meeting Room Policy: Melissa Leonard moved to approve the proposed modifications to the Meeting Room Policy. Kaleb Hignutt seconded the motion. It was approved unanimously.
- Fees Policy: Melissa Leonard moved to approve the proposed modifications to the Meeting Room Policy. Tamara Kelly-Molock seconded the motion. It was approved unanimously.
- Budget Policy: Kaleb Hignutt moved to reapprove the current Budget Policy. Holly Trice seconded the motion. It was approved unanimously.
- Internet Use Policy: Holly Trice moved to reapprove the current Internet Use Policy. Tamara Kelly-Molock seconded the motion. It was approved unanimously.
- Holiday Request: Melissa Leonard made a motion to approve Mr. Owens' request for the library to close on Saturday, December 26, 2026. 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 janitorial servids at the North County Branch, ongoing leak issues during heavy rain in the teen zone at the Central Library, and incomplete work on the fire alarm at the Federalsburg Library.
- Mr. Owens reported out on the completion of the FY26 audit fieldwork and anticipates the audit will be presented by UHY at the October 14 meeting.
- Mr. Owens discussed developing an RFP for a new library website given new ADA requirements and the age of the current site.

- Mr. Owens discussed his visit and tour of Caroline County libraries with State Librarian Morgan Lehr.
- Mr. Owens discussed the deployment of a new interlibrary loan (ILL) system throughout the state of Maryland.

Old Business

New Business

- **October Meeting Date:** Mr. Owens proposed moving the October meeting from Wednesday, October 21st to Wednesday, October 14th to accommodate the auditor's schedule. Melissa Leonard made a motion to approve Mr. Owens' request. Tamara Kelly-Molock seconded the motion. It was approved unanimously.

Kaleb Hignutt moved to adjourn the meeting. Melissa Leonard seconded the motion. It was unanimously approved. The Board adjourned at 7:11 PM.

Actions taken
Approved the June 10, 2026, meeting minutes.
Approved updates to the CCPL Meeting Room Policy
Approved updates to the CCPL Fees Policy
Approved Budget Policy
Approved Internet Use Policy
Approved Holiday Request
Approved October meeting date change

Dates of Next Meetings: October 14, 2026; January 20, 2027; April 14, 2027; June 9, 2027

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.