



DORCHESTER COUNTY PUBLIC LIBRARY

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Dorchester County Public Library Board of Trustees Meeting
March 15, 2023 – Central Branch Meeting Room/Virtual

Minutes

Attendees: Crystal Henningsen, Sara Sears, Amber McGinnis, Anne Whaples, Frances Windsor, Talibah Chikwendu, Dana Paterra, Wyrta Myster, Kiera Farrare (virtual)

Call to Order - 6:29pm

Approval of Minutes - approved

Director's Report:

Audit Update and Discussion -

The final audit was completed and submitted to the State of Maryland in February. We received the acceptance letter from the State's auditors to confirm that it had been reviewed and we are in compliance.

The Board suggested and agreed to have the current auditors give the Board a presentation at the May meeting since there are concerns over the extended length of time it takes for the audit to be completed and sent back to us. The Director may follow up with letters expressing the financial impact and ramifications of having to wait so long for audit completion.

Personnel Update:

Our custodian has requested to modify hours due to a change in schedule in their personal life. We are allowing them to work on a trial basis from 4am-7am through March 31. If successful, we will continue the schedule, however there are some concerns with this schedule change, including: not having someone available during that time to monitor their progress, not having someone present to receive deliveries and meet contractors/repairmen, and the requirement of notes as a form of communication. So far, having John Dabney and Ms. Henningsen work 8am-3pm is bridging that gap. The custodian is on call and can make arrangements to meet service people as needed.

Interviews were held in February for the hourly Hurlock position. All applicants showed up for their interviews or cancelled and we had three top candidates. Wendy Appollos began her position at Hurlock on March 15 and will work 15 hours per week. Hurlock's hours will remain the same until May 1 to allow time for Ms. Appollos to complete her training, which will be first time Hurlock's hours have completely resumed since March 2020.

Central Branch Library Clerk position interviews were held in early March. The candidates were neither as plentiful nor successful as the Hurlock interviews, however the second top contender from the Hurlock round returned for another interview and was offered the position. James Nardin will begin his full time Circulation Clerk position March 16.

Facilities Update:

Lighting -

We have received the 2 quotes for updating existing external lights and installing additional flood lights:

- F.L. Travers & Son - \$2,126.89
- Tieder Electric - \$3,475

The difference is that Travers & Son's quote is for the replacement of 4 units and installation of 1 wall pack. Tieder's quote is for the installation of 5 new units and 1 replacement. There is some money in the maintenance budget for either and we are also pursuing grant opportunities. Ms. Henningsen will be meeting with Mr. Dabney to discuss which option might be the best fit.

Security Systems -

Installation of Hurlock's new security system is scheduled to begin this month. This will include updated cameras, 2 additional cameras, and a modern system that can be viewed remotely. Central is still waiting to hear back from Lee Coulby of Terrapin Security. We will first correct existing problems with 3 cameras and remote access and then get a quote for upgrading the system. The Library will be seeking a security grant in the fall to upgrade/replace the system.

Completed Projects -

The Central Doors were repaired by Salisbury Door and the new ADA compliant switches were installed.

Legislative Day -

Legislative Day was February 15th. Hurlock Branch Manager, Lanett Bagley, and Ms. Henningsen were in attendance and met with all representatives except Hutchinson, who was unavailable.

Financial Donations -

The Friends of the Library donated \$7,000. Cabin Fever Play Centre held a read-a-thon fundraising event and donated the entire proceeds to the Library of \$1,500.

MLA –

The Maryland Library Association (MLA) Conference will be held May 10-12. The Library's LSTA grant can be used to send Board members to this event as well. Ms. Chikwendu is interesting in attending.

Old Business:

Wallace Office Building –

Ms. Henningsen met with LaSara Kinser to discuss the project and provide a tour of the facility. Ms. Henningsen shared the Board's interest in turning it into a museum. Ms. Kinser is waiting to hear from the Maryland Historic Trust as to when a representative will visit the building. Ms. Henningsen has asked that we be made aware of the date so that staff/Board members may be present for the meeting.

New Business:

Accounting Procedures Discussion -

There was an incident of identity theft involving an employee's paycheck. Someone emailed a Direct Deposit change of account form to the Administrative Assistant and it was honored. The form was not properly signed, did not include an actual voided check and was visibly fraudulent. It was not requested by the employee. The amount of the employee's check was removed from the Library's account and deposited into the false account. All banks, the Attorney General, and accountants have been notified. A police report has been filed. While we are making every attempt to recover the lost amount, it may not be possible. While missed by the Administrative Assistant, the biggest concern is that the accountants processed the document. The Library employs external accountants that are trained and certified for this purpose. In meeting with the Executive Committee, it was decided that the Library begin investigating other accounting companies.

Treasurer and Finance Committee Assignments –

Ms. Chikwendu assigned Ms. Myster as Treasurer.

Nominating Committee:

Member Recruitment -

An application will be sent to A.C. Alrey as a possible candidate, as they serve as the Business Development Manager for Dorchester County Economic Development.

Another candidate, Rhonda Mitchell, was approved by the Board.

Other Business:

Ms. Whaples mentioned the Lion's Club/Leader Dog Story Time which she helped lead earlier this month. The program was very successful and enjoyed by all ages.

Adjournment: 7:23pm