



DORCHESTER COUNTY PUBLIC LIBRARY

303 Gay Street
Cambridge MD 21613
(410) 228-7331

222 S. Main Street
Hurlock MD 21643
(410) 943-4331

Dorchester County Public Library Board of Trustees Meeting May 17, 2023 – Central Branch Meeting Room/Virtual

Minutes

Attendees: Crystal Henningsen, Julie Kennedy, Anne Whaples, Rhonda Mitchell, Amber McGinnis, Kathy Burtman, Talibah Chikwendu, Frances Windsor, Kierra Farrare, Amanda Reece, Lalita Kelly, Wyrta Master

Call to Order: 6:32pm

Approval of Minutes (minutes approved)

Director's Report:

Personal Update --

During March and April, Director, Crystal Henningsen was out of the office at various times for unplanned medical testing, which resulted in a delay with contacting the auditors and exploring accounting options.

Ms. Henningsen did, however, receive a document from the auditors that required her signature. She emailed the completed form back, and asked for an earlier start date that could be put on the books to prevent a delay like the previous year. Ms. Henningsen and Administrative Assistant, John Dabney, will begin preparing our documents on the first week of July to help prevent any delays. At the time of the meeting, no response had been received.

Facilities Update --

The lighting upgrades have been approved, but not yet started. We are awaiting parts with no estimated start date.

The Hurlock Branch has had the new security cameras installed. Clear, accessible views of outside of the Library and previous blind spots are now covered.

New Business:

Peer Navigators--

Ms. Henningsen met on April 24 with Baltimore City Councilman, Zeke Cohen, Dorchester County Behavioral Health Director, Donald Hall, and representatives from their organization, along with Hurlock Mayor, Rev. Charles Cephas, Hurlock Town Manager, John Avery, Cambridge Mayor, Steve Rideout, Dorchester County Health Officer, Roger Harrell, and the Hurlock Chief of Police to discuss a Peer Navigator partnership with Cambridge, Hurlock, and Baltimore.

Mr. Hall discussed the successful services currently available in Cambridge, and Mr. Cohen shared the initiative that has been successful in Baltimore that placed Peer Navigators in the Enoch Pratt Library. The Peer Navigators stayed at Enoch Pratt Library for about 3 weeks before starting to actively do their counseling work

with the patrons, who seemed more comfortable speaking with them at the library, rather than another facility. While the existing program has been successful in Cambridge, the program has been unable to cover the Hurlock area. The meeting ended with plans for a partnership between Baltimore, Cambridge and Hurlock that will involve shared training opportunities, learning from the successes of each group, and establishing the goal to bring these much needed services to Hurlock.

Ms. Henningsen offered the Library's support of the services in either location in whichever capacity we may offer them. She also discussed the need for our staff to be trained/retrained to administer Narcan (as we have mostly new staff from the previous training) and to have some kept at both library branches again. Mr. Hall said he would have someone reach out to us. He also would like to schedule a meeting in June to discuss ways we can partner to increase reach to library patrons that they may not already be serving.

Maryland Library Association Conference (MLA)--

Ms. Henningsen attended the following sessions and noted that this year was a great year of sessions:

- a. Restorative Equity
- b. Intro to Political Power Theories
- c. Creating an Anti-Racist Organization
- d. LGBTQ+ Through a Black Lens
- e. Leading the Way – Admin Guide to LGBTQ+
- f. Elevating Morale
- g. Building a Psychologically Sound Leader
- h. Library Lockers – Ms. Henningsen is very interested in possibly implementing these units in the future in our underserved communities like Vienna and South Dorchester. Actual book truck (mobiles) are quite expensive, but the lockers would be a more cost-effective measure to get books out into the communities that are still missing the benefits of the former Bookmobile.

Board President, Talibah Chikwendu, also attended the MLA Conference and enjoyed her sessions. She attended sessions focused on Black Librarians of Maryland, relaxation and minimizing stress, and visited the vendors. The 3-D printing company discussed ideas about a mobile STEM lab idea, which could possibly be combined with a future Library vehicle and/or combined with the locker units.

Paypal Account (vote needed)--

There was too long of a delay in setting up the Pay Pal account, so another vote was necessary to approve the Library setting up a PayPal account for the purpose of receiving donations. We currently only have 2 main accounts: checking and operations. We need a PayPal account to gain online donations through a savings type account, not tied to the other main accounts.

To move forward with establishing the account after a favorable vote, the minutes will need to be approved and a letter must be signed by the Executive Committee, after which Assistant Director, Julie Kennedy, and Ms. Henningsen can set up the account in following that approval.

Wyrita Myster made a motion that we set up the Pay Pal account and that the Board of Trustees vote via email to approve the minutes to speed up the process. The motion was seconded by Kathy Burtman. The motion carried.

Bimonthly Statistics—

There are several categories that we are not using in the statistical reports and others that are needed. We would like to add/change the following:

- a. *Information Services 2:*

- i. -Add "Community Outreach" (This is for events in the community that are not just directed at children.)
- b. *Children's Services:***
- i. Morph Story Time and Story Time w/Craft into just one category (We typically offer a craft each week.)
 - ii. -Remove Pajama Story Time (This was attempted during a previous summer but there was a lack of attendance.)
 - iii. -Remove Musical Story Time (This is already part of every Story Time.)
 - iv. -Add "Community Outreach" (The current option is "Story Time Outreach," but not every youth-related outreach is a Story Time based event; i.e. the Youth Action Cosplay event, the Youth Expo, and the upcoming Healthy Kids' Day at the YMCA.)
 - v. -Add "Tutor Visits" (There has been a significant uptick in tutoring at both branches and we would like to capture a better snapshot of this usage of the library.)
- c. *Virtual Programming:***
- i. -Remove YouTube category altogether (This was a pandemic only use.)
 - ii. -Remove "Views" from the list (This was related to YouTube stats.)
 - iii. -Remove "Shared Programs" (This was also pandemic only.)

The Board approved the changes.

Old Business:

Wallace Office Building--

Amber McGinnis received a request/idea proposal regarding the building. Real estate developer, Brett Summers, is interested in a 99-year lease of the building and is willing to work with MHT to renovate the building.

Ms. Henningsen noted that that the building has not been leased to a for-profit company at any point during her 21-year tenure, as the building is on library property and we do not want to appear to promote or favor a specific business. The building is still currently under lease for a few more years through the WHCP radio station. Ms. Henningsen will check the current lease details and deed to see what our parameters are. Ms. McGinnis will relay this information to Mr. Summers.

New Business:

Hurlock Building Update--

Due to scheduling conflicts, the Meeting regarding the Town of Hurlock's idea for a new building needs to be rescheduled. Rhonda Mitchell, new Board member and Hurlock resident, will join in on the conversation as a longtime Hurlock Library patron. Other attendees will include Ms. Chikwendu, Ms. McGinnis, Hurlock Branch Manager, Lanett Bagley, Information Department Manager, Sara Sears, Ms. Henningsen, Hurlock Mayor Cephas and Hurlock Town Manager, John Avery. Ms. Henningsen will email out to the group when to set a new meeting.

Time Cards and Leave—

The Board may revisit Ms. Henningsen's annual leave cap at the next meeting as it may need to increase again for her, specifically, from being unable to take sufficient leave days.

Current time cards are kept on paper cards and leave is manually calculated. This has led to a number of

mistakes with leave totals. Ms. Henningsen has created a spreadsheet that will automatically calculate the leave on a monthly basis so long as the hours worked and leave used are correctly entered. Ms. Sears and Ms. Henningsen have gone through the entirety of fiscal year 2023 staff time cards and corrected a multitude of mistakes.

Mistakes with the leave calculations cost the Library money and/or cost the employees leave. Ms. Henningsen, with the Board of Trustees support, will correct the cards to favor the employees, but another method of recording time worked and leave taken/accrued must be implemented in the near future. Ms. Henningsen and Mr. Dabney are investigating third party options that will likely cost the library \$3k-\$4k per year, but will allow staff to check in from their phone/computer, automatically track leave, and allow for digital leave requests.

Ms. Henningsen has also asked the other Directors for software recommendations.

Nominating Committee:

Member Recruitment (vote needed) –

Ms. Myster made the motion to approve candidate, A.C. Alrey. The motion was seconded and approved. Ms. Kennedy will email Mr. Alrey about his acceptance.

Adjournment -7:38pm