



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 September 21, 2022 – Central Branch Meeting Room/Zoom

Minutes

Attendance: Crystal Henningsen, Julie Kennedy, Anne Whaples, LaSara Kinser, Talibah Chikwendu, Frances Windsor, Amber McGinnis, Wyrta Muster, Kierra Farrare

Call to Order - 6:36pm

Approval of Minutes - Minutes approved

Director's Report:

Audit Update

The audit began earlier this fiscal year and has been successful so far. The new digital format is working well and allows documents to be uploaded in advance of the on-site visit. At this time, there are a few final documents outstanding because they must be sent via mail. The audit is on track for the audit to be completed by its November 1st deadline.

Personnel Update

The Circulation Manager accepted a position with Chesapeake College and their last day was August 31. Additionally, one of the Central Library Associates has accepted a position in Utah and their last day will be November 11. The recently hired custodian resigned from their position at the end of their first week due to medical restrictions. A second candidate has already been hired in his place.

It is requested that at least 1 Board member attend the interviews for Circulation Manager. Ms. McGinnis offered to assist with interviews as needed.

Employee Handbook

Ms. McGinnis noted the amount of time and effort that must have went into creating this document. Several questions were discussed, regarding scheduling, social media, annual and compassionate leave, and returning of library property upon termination of employment.

Due to maxing out of annual leave and loss of such leave among the Director and managerial tiers, the Board will consider an extended cap (above the current 210) on annual leave at the next meeting.

After all items were addressed, Ms. Kinser moved to accept the handbook with all changes discussed; Ms. Farrare seconded. The motion carried and the handbook was approved with the noted changes.

Board Members Needed

Currently, there are 10 out of 15 required Board members and 7 are required for a quorum on any votes. One Trustee, Ms. Peach, will begin attendance in October, however, Mr. Hesson gave his resignation. Ms. Whaples, Ms. McGinnis, Ms. Chikwendu, and Ms. Kennedy will be reaching out to other possible candidates.

Completed applications will be emailed to the Board for email-based approval of presented candidates.

Old Business:

Wallace Office Building Update – Ms. Kinser

Ms. Kinser explained that she has been in touch with the Maryland Historic Trust (MHT) about what is required to move forward with the project. The plans formerly submitted to MHT were denied and the project must now be re-examined. The next step will begin when MHT staff members visit the Library and tour the Wallace Office Building.

After some discussion over the longevity of the project and potential hazards should it continue to be left unattended, the Board that should MHT not visit the building within this fiscal year that they will begin researching other options. Discussions of future outcomes included potential renovation of the exterior to preserve the building as a historical marker.

New Business:

Hurlock Building Project Report and Discussion

Ms. Chikwendu summarized the ideas regarding the Hurlock Building Project that resulted from the closed session held on September 20. Concerns for moving forward with the project include the ever increasing costs of materials, financial support, and generating community support beyond the North Dorchester area. The Board of Trustees will contact the Town of Hurlock and schedule a meeting to discuss the viability of the project in a post-pandemic environment.

Capital Grants require a 25% match for the Dorchester County Public Library system. Renovation projects may be easier to fund as they can be done in smaller portions that require less financial match. The Library has already contributed \$25,000 to the Hurlock Building Project that could be used towards the required match.

Ms. Henningsen and Ms. McGinnis will compose a letter to the Town of Hurlock and to schedule a meeting that includes the Building and Executive Committees and the Town of Hurlock Mayor and Town Manager to discuss the next step.

Student Cards

Ms. Kinser brought up the possibility of issuing student cards through the Library. Student cards will not have access to the digital libraries, but will for databases. Issues with privacy and confidentiality and the functionality of the Libtrary's ILS system were discussed. Future discussion may be held with the North Dorchester Media Center Specialist for future partnership and outreach opportunities, in the meantime.

Adjournment - 8:50pm, by Ms. Chikwendu