



DORCHESTER COUNTY PUBLIC LIBRARY

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Dorchester County Public Library Board of Trustees Meeting November 16, 2022 – Central Branch Meeting Room

Minutes

Attendees: Crystal Henningsen, Julie Kennedy, Ann Whaples, Amanda Reece, Kierra Farrare, Amber McGinnis, Talibah Chikwendu, Frances Windsor, Wyrita Myster

Call to Order - 6:36pm

Approval of Minutes (minutes approved)

Director's Report

Audit Update

The audit is reaching completion, but not in time for the deadline. This is mostly the result of the delay in documents from external resources, but things should be wrapping up soon.

Personnel Update

Our previously hired custodian left the janitorial position, but this position has since been filled. After attempting to fill the Circulation Manager position, we have encountered a shortage of qualified candidates during both rounds. Several senior staff members will engage in a 1-month trial period of the two remaining managers sharing the Circulation Manager duties, along with the possible promotion of two other veteran staff members to higher assistant levels. We will also be retraining on procedures and policies, as well as community and programming aspects. If this works, a clerk will be hired for Circulation and the remaining salary will be distributed amongst the four staff taking on more responsibilities.

We have filled one of the two Library Associate positions, but a new round of interviews will

be necessary to fill the remaining spot. We will focus on hiring for the hourly Hurlock Clerk next. Hurlock will not update/expand their hours until after the holidays and staffing stabilizes.

Facilities Update

The Library was awarded the City of Cambridge ARPA grant for \$28,109, which will be used for additional renovations to the Meeting Room. We focused on:

- Consistent flooring
- Painting throughout space
- Updated Lobby lighting
- Ceiling tile replacement
- Bathrooms renovated
- Kitchen renovation

Shore Thing, Inc. provided a quote for the work, but we will need them to give us an updated version with cost per project, as our desired list to tackle came in at \$79,845. They did examine some leak damage accruing in the men's bathroom in the meeting room and concluded that there appears to possibly be a small leak behind the Harriet Tubman painting upstairs, but there is no way to get in behind that wall to fully investigate.

The front porch lights and the Central HVAC have been repaired.

Annual Leave Status

Due to ongoing staffing shortages, it has become nearly impossible for veteran staff maxing out on annual leave to take time off. When these staffers are out sick, they often end up having to use their annual leave instead of sick leave, just to avoid losing the annual leave. Because of the heavy staff rotation, without an increased AL allowance, we may need to modify hours.

The Board made the motion to permanently raise the cap on annual leave from 210 to 250. The motion passed. The Board will revisit further increasing the Director's leave to see if the 250 increase helps once staffing stabilizes.

Wallace Office Building

We received a phone call regarding the building from a citizen that oversees Next Door content. After the Director clarified the history and status of the building, the individual mentioned that there are local architects, business owners, and lawyers that may be interested in forming a committee to assist with the renovations. We are currently still waiting to hear back from the Maryland Historic Trust with an update about the building.

1st Amendment Audits

Individuals are appearing in public spaces, such as libraries, across the state, to assert their right to film in a public space. Staff have been notified that such auditors may appear and to politely answer any questions they may have during their visit.

Old Business – None to report.

New Business

Hurlock Building Project Report and Discussion

The Building Committee provide an update from the meeting with the Hurlock Mayor and Town Manager. The Director shared where we were with moving forward with the project and the challenges we're facing, including: funding, staff shortages, expenses increasing, need for a project manager. The Board recommended the project be pushed out 3-5 years, rather than moving forward in one year. Various ideas were discussed and the group will reconvene the discussion in a few months.

Nominating Committee

Discussion of New Candidates (vote needed)

Ms. Myster made a motion for all 4 nominees to be approved to join the Board. The motion was carried for the nominees discussed.

One other Board member is resigning from the Board, so there will still be a few openings left.

Adjournment - 7:49pm