



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  
July 27, 2022 at 6:30pm – Central Branch**

**Minutes**

**Attendees:** Crystal Henningsen, Julie Kennedy, Anne Whaples, Talibah Chikwendu, Amber McGinnis, LaSara Kinser, Clinton Weems, Wyrta Myster, Amanda Reece

**Call to Order:** 6:40pm, Ms. Chikwendu

**Approval of Minutes** (Minutes approved)

**Director's Report:**

***Financial Report – FY22 Wrap Up & Report***

The County Council did not submit one of our payments for the complete increase we were promised. Ms. Henningsen has tried reaching out via phone and will be following up with a letter to the County requesting the remaining promised funds.

Grant clarifications as follows: the LSTA grant shows as not spent out, but all grants are actually spent out. The remainder of the LSTA grant covered two staff attending the ALA Conference and went towards partial coverage of a staff member's MLS semester. The ARPA grant will help cover upgrading our handicap button mechanisms. The parts are still on backorder at the factory. The grant can be followed through when the work is able to take place.

The Town of Hurlock cashed two checks we had sent them, when the smaller one was supposed to be returned to us. Since they still have not returned the smaller check, we will now have to apply that as credit to this fiscal year with the Town.

***FY23 Budget for Approval – Vote Needed***

An increase was granted by the county and state. Most of that went into staff salaries for increasing retention. The ESRL grant went up from \$75,000 to \$80,000. ESRL is now taking on the whole cost of the Polaris ILS system. LSTA funds were plentiful last year, but the state library was flat funded this year. Additional training and education funds may not be available this fiscal year. Since most trainings and workshops are now free online, it may not impact us as negatively.

Expenses: There were several retiree changes. The ESRL continuing education funds were decreased since most trainings are virtual and were redirected into the circulating materials budget. We have a several thousand-dollar credit with book vendor, Baker & Taylor, that they had never applied to previous purchases. We are working on changing the way we do invoices with them to help prevent this in the future. Due to staff and printing changes at ESRL, the morale and publicity funds had to be increased for summer reading publicity materials, etc.

Shore Thing Construction leveled off the tipping paver bricks for under \$2,000. They will also need to come back to recoat the meeting room floor which is showing all dirt and starting to chip as it needs a protective sealant. The light globes on the front porch also need replaced. The handicap doors will require extra building

funds to finalize as well.

FY24 planning starts in January. Ms. McGinnis offered to help create an ask to the City of Cambridge to submit during their next budget cycle since we do not receive any funds from the City. We can continue to highlight our children's programs, especially STEM programs, to align with the City's educational goals. We will also be seeking staff input for new and different programming ideas that may help with fundraising and drawing in more of the community and possibly partnering with other local businesses, including RAR, Layton's Chance Winery, etc.

Budget Vote – Ms. Whaples made a motion. Ms. Myster seconded. The vote passed. The proposed budget was approved.

### ***Employee Handbook Updates - Custodial Dress Code & Voluntary Termination***

Ms. Henningsen recommended that custodial employees not be allowed to wear:

- Halter-tops or mid-drift tops
- Beachwear
- Extremely low-rise pants
- Sandals, open toe shoes or slippers
- Shorts (without approval)
- Skirts or skorts
- Ski masks
- Distracting, offensive, political, vulgar, religious or revealing clothes
- Earbuds

The Board made the follow adjustments:

- One earbud permitted
- No shorts at all (Director can let the individual know of any necessary exceptions for HVAC issues, etc.)
- Only wear closed-toe shoes with backs (i.e. sneakers and boots)

The rest of the stipulations were approved and will be added to the Employee Handbook.

### **Probationary Period – Voluntary Termination**

Ms. Henningsen recommended the following criteria be considered as voluntary termination for employees in their 6-month probationary period:

- Failure to return to work upon expiration of a leave of personal necessity, military leave, jury duty leave, sick leave, or other authorized leave (unless medical or other evidence has been submitted to the Library along with a request for extension of leave – and has been approved by the Library) will be recorded as voluntary termination without notice.
- Failure to notify the Library of an absence of two or more days will be considered as an automatic resignation unless the employee can prove it was impossible to notify the Library. *The Board asked it be only one day without proper notification or follow-up evidence.*
- Failure to report to work on the first day the employee is scheduled to work.
- Employee is tardy by more than 15 minutes on 3 occasions without prior notification.

- If one formal reprimand has been issued and the behavior continues, the employee will meet with the Personnel Committee of the Board of Trustees to discuss their future with the Library.

The stipulations were approved and will be added to the Employee Handbook, which will be voted on at a future Board meeting.

### ***Facilities Master Plan Update***

The Master Plan has been completed and will cover the next 5 years. This document will be used in all future grant writing endeavors, including the Capital Grant. They recommended moving the Children's Department in the Central Branch over to the Adult seating area, but we are against this as we have children's murals and it would place the area dangerously close to the stairs. Total Central upgrades needed were estimated in the \$3.5 million - \$8.8 million, for general renovations. We have been trying to band-aid our way through with repairs and upgrades here and there as funds allow. The electrical outlets in the Meeting Room and the rubber stair tread bumpers need replaced. Hurlock's information focused on the new building only. The Hurlock Building Project was \$4 million but is now estimated to be \$5.6 million - \$6.8 million.

### ***Hurlock Building Update/Project Needs***

The Hurlock Mayor and Town Council are surging forward with the project at a speed the staff cannot match. To move forward with the project, we will need a Board oversight or a Project Manager. Councilman Pfeffer shared he is unsure that we would receive the 25% County match for a new building and recommended pricing a renovation for the current building. Ms. Henningsen may look into a grant for a project manager if needed. The Building Committee or Board as a whole will need to play a major role in making the decision to move forward with the whole project or to financially support a study for the renovation vs. new construction. Ms. McGinnis suggested the Board have a separate meeting specifically discussing the future and feasibility of the building renovations and projects. Ms. McGinnis will work with Ms. Henningsen to set an agenda for said meeting and a Doodle poll will be sent for times/dates.

### **Old Business**

#### *Wallace Office Building Update –*

Ms. Kinser noted there is no major update to the building as the original meeting in May was pushed back and an extension has been granted. The easement committee rejected everything that was submitted previously so that has to be redone. Ms. Henningsen noted that we are currently paying insurance for contractors to be working on the building but no work is being done and thus, insurance is approximately \$3,000 higher than normal. Ms. Kinser will look into where things are at with possible work start dates.

#### *Amended Budget Approved –*

The amended budget of FY22 passed via email vote.

### **New Business**

#### *Assignment of Executive Committee Positions –*

A new Treasurer must be selected and complete documents to be able to sign checks. Ms. Chikwendu will follow up via email for interested members. Ms. Chikwendu will sign payroll at the end of the meeting in Ms. White-Cooke's absence.

### **Committee Reports**

#### *Personnel Committee Report*

Report from the 07/20/2022 meeting – Ms. Myster noted that no action was necessary since the employee in question submitted resignation, but the recommendation from the committee would have been termination. The suggested clothing and voluntary termination policies were created by Ms. Henningsen and approved earlier in this meeting.

*Nominating Committee –*

Staff have not had time to interview any Board candidates due to scheduling, illnesses, and Summer chaos. Ms. Kennedy reiterated that library staff cannot solely interview Board candidates without current Board members present since the Board is our governing body. Ms. Henningsen noted that she or Ms. Kennedy may attend to help answer questions regarding the library and to help make a decision regarding the candidates, but cannot do so without Nominating Committee members present.

There will now be several empty spots. There are two recommendations in place waiting to be interviewed by the Nominating Committee and three spots remaining if Mr. Yockey does not renew (not in attendance). Ms. Henningsen will email a doodle poll for Board members to choose a time to interview the two recommended candidates. Several other suggestions were mentioned as possible candidates, who will be contacted regarding interest by Ms. McGinnis, Ms. Whaples, and Ms. Kennedy, respectively.

**Adjournment** – 8:27pm, Ms. Chikwendu