



## DORCHESTER COUNTY PUBLIC LIBRARY

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(410) 943-4331

### **Dorchester County Public Library Board of Trustees Meeting Wednesday, March 16, 2022 Central Branch/Zoom at 6:30pm**

#### **Attendance:**

Crystal Henningsen, Julie Kennedy, Claudia White-Cooke, LaSara Kinser, Ann Whaples, Amber McGinnis, Talibah Chikwendu, Kierra Farrare, Wyrta Myster, Clinton Weems, Frances Windsor

**Call to Order** - 6:37pm, by Talibah Chikwendu

**Approval of Minutes** (no changes needed)

#### **New Business:**

John Moll Painting Update – Anne Whaples and Julie Kennedy met with local artist, George Wright, to discuss the state of the John Moll mural and what needs to be done to preserve it. Mr. Wright recommended repairs so that it doesn't start peeling. He suggested contacting Michael Rosato, a local muralist. Ms. Whaples emailed Mr. Rosato and is awaiting a response.

#### **Director's Report:**

#### **Online Donations – Savings Account & Pay Pal**

The Library will need to set up a PayPal account to receive donations online. PayPal must be tied to a Library bank account. Ms. Henningsen recommends that we open a savings account for this specifically at Bay VanGuard Bank. If anything goes wrong, it would not impact our operational or checking accounts.

Ms. Kinser made the motion to create the PayPal specified account. Frances Windsor seconded the motion. The vote and motion were carried and approved to open the savings account for PayPal donations.

#### **Town of Hurlock Memorandum of Understanding & Hurlock Building Project Update --**

The Hurlock Memorandum of Understanding was sent out with the documents for January's meeting, but there has been no discussion. Ms. Henningsen recommends that a

lawyer review the document. Ms. Christine Walters has a long history of working with the Eastern Shore libraries and would be a great choice to review the document.

The most recent Facilities Master Plan is from 2012 and is too old to use for the Capital Grant. A new one will be done by June 30th, funded by ESRL, and will include justification for a new building along with a review of the feasibility study. All of this will be required for the grant. The Mayor of Hurlock, Charles Cephas, is trying to reach out to businesses in the area to match our funds for the building. The Town of Hurlock is still giving us the property for the building.

Ms. Henningsen noted it is better to have all the pieces rather than submit a grant that is not completely ready. Funds have not been requested from the State Library since 2014, which was for the HVAC system. The State Librarian seems in support of Ms. Henningsen and is anxious for us to eventually submit the grant, which should be in the following year. The grant will provide 75% of the 4 million dollar project, if awarded. The Library has \$25,000 that earmarked as part of the match.

Discussion was held regarding whether or not other grants be applied to the project. Most grants do not cover furniture, so the Library may be able to find additional grants to help fund the things not covered. The Nannie Waddell Foundation and Choptank Electric are other possible grant funders. PayPal donations can also be used to help fund the projects, as well as other fundraisers, such as brick donations with names of donors.

The MOU states that the property would return to the Town of Hurlock should the library no longer operate on the property. Ms. Whaples made the motion for the MOU to be reviewed legally by Christine Walters. Clinton Weems seconded and the motion carried.

### **Mask Mandate Clarification --**

Ms. Henningsen suggested we follow CDC risk guidelines on their website to monitor when masks are required. This will establish a baseline so that a vote is not required for each change in mask policy and will remove the uncertainty of when to change mask requirements. Ms. Kinser made the motion to allow Ms. Henningsen to write language that would tie our mask policy to the CDC regulations for our county. Mr. Weems seconded. The motion carried.

### **Personnel Update --**

The new Hurlock staff member has stepped down from her position. The Library Clerk job ad went back up today. Hurlock is back down to only 2 staffers at the branch. The branch may have to close if too short staffed. Discussion was had about trying to retain and recruit new staff members. Entry level clerk position does allow for more ladder climbing. Using volunteers for patron services presents a serious confidentiality issue.

The Information Department Manager submitted her resignation, and is taking a Branch Manager position at Enoch Pratt Library. The Library will try to promote from within.

Currently, there is one person who is qualified, one who is almost qualified, and several that aren't quite qualified but are interested. The requirements for this position are to have: a Master's in Library Science, at least 3 years in public library service, and 1 year of supervisory experience. The Hurlock staff have until Monday to let Ms. Henningsen know their interest as they are the most viable candidates for this opening and the Branch Manager position that may follow at Hurlock. If they decline, it may have to open up to the public.

Ms. Chikwendu suggested a motion to allow Ms. Henningsen to adjust hours as needed with everything that is fluctuating. Ms. Whaples made the motion. Ms. Kinser seconded. The motion was carried.

### **Central Facility Update --**

The Library's exit lights cannot run on battery power because the electrical wiring is out of date. The Fire Marshall discovered during their building inspection that exit signs were not lighting back up after a power outage.

Several lighting fixtures are also outdated to the point that we will no longer be able to get bulb replacements for them. We will begin getting quotes near the end of the fiscal year to replace/update these fixtures so that it can be budgeted for in FY23.

### **Meeting Room Donations –**

We have so far collected \$800 already in response to the funding assistance request that was mailed out to businesses and organizations in the area. Ms. Henningsen has been in communication with the Mid-Shore Community Foundation since they had wanted to fund previous meeting room renovations. They reached out to inquire about current donations and will get back to Ms. Henningsen if they may be able to assist.

### **Newsletter –**

Staff members have been hard at work on a revamped quarterly newsletter. The Library hopes to produce quarterly newsletters moving forward.

### **Amended Budget –**

The budget is progressing along, but Ms. Henningsen will need to meet with the Finance Committee and/or Treasurer prior to the next Board Meeting. Treasurer Claudia White-Cooke offered to come in to meet with Ms. Henningsen when needed.

### **Nominating Committee –**

Rhonda Mitchell is interested in joining the Board of Trustees. Her application was sent with January's documents. Ms. Henningsen noted that it may be difficult for library staff to do the interview process for Board members with all of the staffing and hiring issues happening simultaneously. Ms. Kinser offered to come in and help interview Ms. Mitchell with Ms. Henningsen and Ms. Kennedy, if possible.

**Building Committee: Hurlock Building Project –**

A committee meeting (Amber McGinnis, Brandon Hesson, Ms. Kinser) will need to be scheduled to go over the details with Ms. Henningsen. Ms. Henningsen's experience on the Board for the capital grants has helped prepare her to complete our own grant in the future. We need to collect all letters of support, first, before submitting the grant next March. The state has offered to help review the application until the due date in May, if needed.

**Other Business:**

Ms. Whaples complimented Ms. Henningsen on her speaking at a recent Lion's Club meeting. The Lion's Club also provided a donation to the Library.

**Adjournment - 7:44pm by Ms. Chikwendu**