

**Board of Library Trustees  
August 12, 2014  
Minutes**

**Present:**

Karen Eggert, President  
Renee Cunningham  
Martha Grahame  
Carolyn McHugh  
Terese Wells  
Carrie Plymire, Director  
Emily Mudd, Recorder

**Absent:**

Celeste Fort  
JR Mathers

**Call to Order**

Meeting called to order at 2:08pm by President Eggert.

**Minutes**

Two revisions were put forward: one to clarify meaning in an incident report and the other to correct factual information with regards to a false alarm report.

Martha Grahame moved to approve the minutes of the July 8, 2014 meeting as revised. Terese Wells seconded the motion. The motion passed unanimously.

**President's Report**

The Ethics Commission has agreed to oversee the BOLT, the Director and the Director's signatory authority. They are checking with state and county officials to clarify roles and responsibilities before amending the County Ethics Code; the Commission will get back to us.

JR Mathers has received the letter sent by the Board of Library Trustees (BOLT). There is no change in his position; he has stated that he will continue to be absent from meetings of the BOLT. Today's meeting is the fifth consecutive meeting Mr. Mathers has missed. If Mr. Mathers misses the September meeting of the BOLT, a letter will be sent to the County Commissioners.

President Eggert received a letter from the Maryland Advisory Council on Libraries (MACL) that was sent to the Maryland Attorney General. The letter was cc'ed to various state officials as well as the local elected officials, boards and directors of Baltimore and Calvert counties. The letter was in reference to two library issues, one regarding trustees and the movement of staff from the library to County Government in Baltimore County, and the other regarding the appointment of trustees in Calvert County. The letter expressed concern about both situations and requested confirmation of the reading of library law in the state code. The Attorney General for Maryland State Dept. of Education (MSDE) will be looking into this more actively. There are no actions or responses at this time.

Ms. Eggert stated that she wished to move the election of a new Vice President to a future meeting with more BOLT members in attendance.

**Director's Report**

**FY14 Budget**

Ms. Plymire discussed the FY14 budget. She explained the revisions made since the last meeting: income now is a gross instead of net figure which puts the library in a positive income position for FY14. Ms. Plymire informed the BOLT that benefits have not yet been taken out of the FY14 Budget and she will bring the document with those revisions when the county has posted those payments.

### **FY15 Budget**

Ms. Plymire reviewed the FY15 budget.

Ms. Plymire shared with the BOLT that customers with lost materials have not yet received bill notices since the move to Polaris. Because of this, customers have not been sent to collections since the system change. The Southern Maryland Regional Library Association (SMRLA) is very close to resolving this issue. Once billing notices are sent out, customers will be given 60 days to resolve their bills before they are sent to collections.

Ms. Plymire reminded the BOLT that online payments through Paypal for lost materials are not included in the lost materials report. This amount is included in the fine category. She mentioned that she is pursuing accepting credit cards at circulation desks at all four branches; if customers are able to pay by credit card at the desk, their fines and lost items will be coded correctly. It is only with online payments that they are lumped into fine income.

### **Director's preliminary written report**

The BOLT reviewed Ms. Plymire's preliminary written report.

### **Incidents**

Prince Frederick: The reference staff at Prince Frederick noticed that a man was taking a picture of the computer screen used by a disabled customer with personal information displayed on the screen and spread out in front of her. Staff got the man's tag number and reported the incident to the police. The customer was informed of the situation as well.

Fairview: During an experiment at the Fizz Boom Afternoon program, a microwave was used to create a soap cloud. The instructions were to place the bar of soap on a piece of parchment paper during the experiment. The parchment paper caught fire. The fire went out very quickly and there was no further incident. The microwave was an old personal microwave, chosen specifically for the activity.

Southern: An 18-year-old volunteering for the library stole a staff person's cell phone. When reported to the police, it was revealed that this young man had been arrested for child pornography. Ms. Plymire said that in the future, reference calls will be made for all students seeking service hours. She also noted that she has stressed to branch managers that the library policy is to supervise volunteers at all times. (The cell phone was stolen when the young man went into the break room to drink a soda because he said he wasn't feeling well.)

### **Visitor's Centers & State Highway Signs**

Ms. Plymire presented the BOLT with further information on tourism displays at all branches. She noted that Lisa Tassa, branch manager of Fairview, has seen a small increase in the number of tourism questions (from 5 to 10). If the decision remains in place to keep the Fairview Visitor's Center closed, the state highway signs will come down, further minimizing the impact of tourism on the branch. Ms. Plymire put forward the possibility of using space for the library if the Visitor's Center does not return to the building. The BOLT discussed whether making use of this space would make a significant difference to the running of Calvert Library Fairview Branch, the second highest circulating branch in Calvert Library. It would likely be a fairly major renovation. Ms. Plymire would like to get the project on the radar of the county as soon as possible, but noted that the Facilities Master Plan will need to be completed before any firm plans

are made. Ms. Plymire discussed adding a renovation of Fairview to the county's Capital Improvement Plan which is due on September 3. The BOLT agreed that it would be beneficial to get a \$3 million Fairview renovation in the FY17 Facilities Master Plan. Short term changes such as moving the doorway that connects the library to the front hallway can be submitted to Buildings & Grounds for their budget.

### **Capital Improvement Plan**

Ms. Plymire reviewed last year's CIP requests with the BOLT.

### **Collection HQ**

Ms. Plymire explained that Collection HQ is software that uses collection and circulation data to assist in materials budget distribution and materials distribution within a library system. In the most recent customer survey, customers asked for a bigger, better collection. Ms. Plymire suggests that this tool may help us to maximize our budget potential. The two primary acquisitions staff for Calvert Library had positive reactions when they attended a demonstration of the software. Because it is web based, this software is easy to implement. Ms. Plymire is hoping to ask the Calvert Library Foundation to purchase this software so that the cost does not come out of our actual materials budget. The cost is \$10,500 for one year. Rene Cunningham moved that board support the director's request to the Foundation for funding for Collection HQ for one year. Martha Grahame seconded the motion. The motion passed unanimously.

### **DVD Circulation Limits**

There is no longer a limit on DVD checkouts per customer.

### **eBook Readers**

Ms. Plymire informed the BOLT that Calvert Library is now circulating up to 6 eReaders to each customer. We will be loaning eReaders to the other two counties as well. Customers will no longer need to fill out an extensive loan agreement, the eReaders will simply be checked out like any other library material. Content is being updated on several of the collections and the library hopes to have the eReaders back out to branches on or about September 1.

### **Staffing**

There are new student pages at many Calvert Library locations.

Calvert Library Fairview Branch has been very busy and some staff members have been away on vacation so Calvert Library Twin Beaches Branch is sending staff to Fairview once a week for a few hours to allow their staff time to catch up.

The closing date for the vacant computer technician position is Friday, August 15, 2014.

### **Facility Master Plan**

Ms. Plymire sought out samples of RFPs from around the state. She suggested that the Calvert Library RFPs include criteria to hold public meetings to gather feedback. The BOLT responded positively to this suggestion.

### **North Beach Performing Arts Center**

As reported in the August 6, 2014 edition of the Recorder, North Beach Mayoral candidate Frazer announced that part of his platform is to bring the library back to North Beach. Since decisions about siting libraries are made by the BOLT, Mark Frazer would like to talk to the group about the North Beach Performing Arts Center project and the possibility of a dual use facility that would include a beach library. The initial request was that he attend the September BOLT meeting. The BOLT decided to ask Mr. Frazer to come to the November 11<sup>th</sup> meeting of the BOLT.

### **Transactions to Transformations**

Ms. Plymire gave feedback about this workshop to the BOLT. The training was centered on how to change mental models. Ms. Plymire met with the majority of those who attended the training. Ideas put forth by staff to reduce barriers for customers included having a credit card payment option at the circulation desk. There was also a request to share Waldorf's cake pan collection if we can work out a plan for transporting said pans around the tri-county. Ms. Plymire is looking into how to make these two ideas happen.

### **PNC Growing Up Great grant**

Jan Lomax is the PNC grants coordinator for Southern Maryland. She contacted Ms. Plymire and encouraged the library to apply. Calvert Library already includes a flyer about the Growing Up Great program in the baby bags that they distribute. The grant is focused on early childhood, specifically birth through five years of age. A possible use for the grant would be to purchase an Imagination Station for Calvert Library Twin Beaches and/or funds to expand the collection of Easy books for Outreach. The grant application is due September 1, 2014.

### **American Academy of Pediatrics**

The American Academy of Pediatrics issued a policy paper in June 2014 focused on the developmental importance of reading and the influence that pediatricians have with parents in encouraging early literacy. Calvert Library is exploring several avenues of partnership with local pediatricians and the hospital to support their education and literacy efforts.

### **Check Out Your Community**

The Check Out Your Community program is going extremely well. Staff members have reported that more people are applying for cards in order to use the program. Even out of state customers are willing to pay the out-of-state fee of \$5 in order to participate.

### **September Meeting**

Ms. Plymire informed the BOLT that she will be on vacation at the end of August through the beginning of September. The September meeting will focus almost exclusively on policy review and updates.

### **Old Business**

#### **Hiring an Attorney**

Ms. Plymire surveyed other Maryland counties and found that over half rely on their county attorney for policy decisions, the others have outside council. In Calvert, the county attorney does not serve the library, but since many of our policy decisions regard the facility which is county owned, a further relationship may need to be developed. Money for an attorney would need to be put in the budget in future years. Ms. Plymire has requested recommendations from county attorney John Norris regarding hiring an attorney for Calvert Library. The BOLT decided to table this issue until Ms. Plymire has had a conversation with Mr. Norris.

### **New Business**

#### **Election of new Vice President**

The BOLT decided to move the election to the October 21<sup>st</sup> meeting.

#### **Smoke Free Campus**

Customers have complained that people are smoking directly under the No Smoking sign outside of the Prince Frederick entrance. St. Mary's County is enforcing a "Smoke Free Campus" around their

buildings. At Calvert Library locations, this would likely include only the sidewalks around each library building. If this comes to be, staff will then need to enforce it. Ms. Grahame moved that Ms. Plymire be given permission to approach the County Attorney about steps to take to establish a Smoke Free Campus. Ms. Cunningham seconded the motion. The motion passed unanimously.

### **Other**

The BOLT held a brief discussion about the drop-off parking in front of the Prince Frederick building. The suggestion was made to add dividers to the spots so that customers don't stop in the middle of the space, precluding others from pulling in to the drop-off area. No action was taken.

### **Next Director's Evaluation**

Ms. Plymire's review of her first six months with Calvert Library was completed in February 2014. Ms. Eggert discussed it with her in May 2014. The BOLT decided to use the calendar year for Ms. Plymire's yearly review period to put her review on the same calendar as the rest of Calvert Library staff. Ms. Plymire will submit her next review to the Board in January 2015. February 2014 –December 2014 will be the time period covered.

### **Reports**

#### **Friends of the Library**

The Annual Meeting of the Friends of the Library will be held on Sept 10, 2014 at 7pm. The Friends of the Library Book Sale will be held on September 13, 2014 from 9am to 3pm. Help will be appreciated for both of these events.

#### **SMRLA**

There was nothing new to report. The SMRLA board didn't meet today and there is no meeting scheduled for September.

#### **Foundation**

The Art Auction will take place on October 25<sup>th</sup> at St. John Vianney in Prince Frederick. The charge is \$15 in advance and \$20 at the door. The Foundation hopes to have 200 people seated at the start of the event. There will be music, wine tasting, hors d'oeuvres and a cash bar.

### **Announcements/Other**

There were no additional announcements.

### **Public Comment**

There was no public comment.

Ms. Eggert adjourned the meeting at 3:47pm.

### **Next Meeting**

The next meeting will be held on September 9, 2014 at 2pm at Calvert Library Fairview Branch.

Respectfully submitted,

Emily Mudd