

**Board of Library Trustees –Minutes  
April 12, 2016 at Calvert Library Prince Frederick**

**Present:**

Martha Grahame, President  
Carolyn McHugh, Vice President  
Stewart Cumbo  
Karen Eggert  
Wilson Parran  
Terese Wells  
Carrie Plymire, Director  
Emily Mudd, Recorder

**Absent:**

Celeste Fort

**Call to Order**

Meeting called to order at 2:01 by President Grahame.

**Minutes**

Ms. Wells suggested that the minutes of March 8, 2016 be changed to reflect that the meeting took place at Calvert Library, Twin Beaches. Mr. Cumbo made a motion to approve the minutes of the March 8, 2016 as corrected. Mr. Parran seconded the motion. The motion passed unanimously.

**President's Report**

President Grahame shared her experience at the Electric Brigade concert held at Calvert Library, Prince Frederick on April 6, 2016. There was much audience participation and enthusiasm. Ms. Grahame mentioned that Calvert County Commissioner Pat Nutter delivered a National Library Week Proclamation at the concert and took time to promote the downloadable services offered by Calvert Library. Nutter told the audience that Calvert Library offers exceptional services.

**Director's Report**

**FY16 Budget**

Ms. Plymire stated that the Notice of Grant Award from DLDS (Maryland Division of Library Development and Services) arrived today. These funds are earmarked for sending staff to MLA (Maryland Library Association conference). She also stated that the proposed health care changes mentioned in her Director's Report were voted down by the Board of County Commissioners (BOCC).

The BOLT discussed some specifics of the budget, including the unresolved budget items for FY17. Ms. Plymire noted that she reduced the fine revenue in the FY 17 budget by the amount of additional State funding we will be receiving in FY17. This will help to offset any losses in revenue from auto-renewal which went live on March 26.

Director Plymire reviewed the highlights of her written report.

Plymire spoke briefly about the great experience staff had at PLA (Public Library Association conference) in Denver. The ten attendees will be meeting in the next week or two to review what they learned. They will then report to library staff and Ms. Plymire will have more information to share on the subject at the May 2016 BOLT meeting.

Plymire explained Lynda.com to the BOLT. It is a huge suite of technology and business courses, etc. that will be free for patrons to use from home. SMRLA hopes to have the links up in the next month.

The Libraries Transform Campaign Posters were shared with the BOLT. Several of the individual statements have been made into banners and distributed to the branches. The campaign which highlights the need for libraries (school, public, academic and special) is the presidential initiative of Sari Feldman, president of the American Library Association (ALA).

The Monthly Report for February was distributed to the BOLT electronically.

As a quick review, Plymire summarized that circulation for Prince Frederick and Southern is up, and for Fairview and Twin Beaches it is slightly down.

She also informed the BOLT that each branch has completed a Strengths/Weaknesses/Opportunities/Threats analysis at individual branch staff meetings. Lots of good ideas and strategies have emerged from those sessions that will go into the annual planning session of the management team in May.

### **Unfinished Business**

#### **Director's Title**

Ms. McHugh made a motion to keep the Director's title as is, Ms. Wells seconded. A discussion ensued as to whether or not to change the title to Executive Director or Executive Director/CEO. Four voted for the motion, two opposed. The motion to keep the title "Director" carried.

#### **Possibility of retaining an Attorney**

St. Mary's County Public Library has an attorney on retainer. The attorney was paid \$5000 up front to go over library policies, the staff handbook, etc. The second year they paid \$250/hr. The BOLT had a discussion about the necessity of having an attorney on retainer as opposed to keeping a list and calling on one as needed. Ms. Plymire will talk to the county to find out who is liable for damages in the case of a lawsuit. She will also find out if LGIT covers the library in any way other than as the county's property insurer. Once she has determined Calvert Library's current resources, Plymire will report back to the BOLT.

### **New Business**

#### **Review of Open Meeting Law**

Mr. Parran reviewed the Open Meeting Law virtual training offered by UMD and the MD Office of the Attorney General. The training takes approximately 2.5 hours to complete. Many of the BOLT members did have a chance to take or review the training which had been used in prior years.

The BOLT reviewed their current agreement about sending email between meetings. The BOLT agreed to operate under a more relaxed procedure that still respects the stricture of not making or discussing decisions outside of public meetings.

### **Art in the Stacks Policy**

The BOLT discussed the policy proposed by Director Plymire. Ms. Eggert made a motion to approve the policy as corrected. Ms. McHugh seconded the motion. The motion passed unanimously.

### **Reports**

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

The Friends of the Library will be holding a mini-golf fundraiser in the Prince Frederick library September 23-24. Businesses will be able to sponsor a hole, a tee, a fairway, etc. Friday evening will be for adults only, Saturday will be a family day and Saturday evening will be a teen-only event. The committee for the mini-golf fundraiser is being chaired by Pat Hofmann. The Friends of the Library will also hold a sidewalk book sale on May 21<sup>st</sup>, weather permitting. Set up will take place starting at 7:30 am and the event will run from 9 am – 3 pm. The Friends of the Library Paint Night Fundraiser on March 28, 2016 was a big success and a fun evening.

#### **SMRLA**

The Southern Maryland Regional Library Association (SMRLA) Board of Trustees met earlier in the day and reviewed and passed the budget and holiday closings for FY17. During FY17, SMRLA will be starting a new strategic planning process.

#### **Foundation**

The Calvert Library Foundation's Art Auction is this coming Saturday night, April 16, 2016.

President Grahame adjourned the meeting at 3:30 pm

### **Next Meeting**

The next meeting will be held on May 10, 2016 at 2:00pm at Calvert Library Prince Frederick.

Respectfully submitted,

Emily Mudd