

**Board of Library Trustees  
Calvert Library Southern Branch  
December 12, 2017 at 2:00 pm – Minutes**

**Present:**

Delores Brown  
Stewart Cumbo  
Karen Eggert  
Martha Grahame, President  
Catherine Grasso  
Jeffrey Lewis  
Carolyn McHugh, VP  
Carrie Plymire, Director  
Beverly Izzi, Recorder

**Call to Order**

Meeting called to order at 2:03pm by President Grahame.

**Minutes**

Mr. Cumbo moved to approve the minutes of the November 14, 2017 meeting as disseminated electronically. Mr. Lewis seconded the motion. The motion passed unanimously.

**Director's Report**

**FY18 Budget – Revenue and Expenditures**

Director Plymire shared with the Board of Library Trustees (BOLT) that fine revenue is consistently higher than projected. With regard to expenditures, she shared that Equipment Under \$1,000 (321-20215) will be overspent. (General Operating accounts can be overspent; they pull additional funds from other un-restricted accounts.) Screens were purchased for the teen zone, children's area and meeting room 3 in Prince Frederick and for one of the meeting rooms at Fairview branch. The expense of the TVs will be split with Advertising, as two of the screens will be used for advertising library events and classes. The rest will come out of Equipment. A question was asked about Paperbacks (321-27895); these books are used exclusively by the Mobile Services department and are purchased once a year. In answer to another question, Director's and Operator's Insurance (BOLT liability) is paid under Contracted Services (321-27515).

Director Plymire stated that draft RFPs (Request for Proposals) have been sent to Purchasing for the staff handbook and a library attorney.

Plymire also shared that the new Calvert Library website is currently being tested by staff. A usability study with customers will be done in January 2018. She will send the link to the BOLT after staff have submitted feedback.

Every year Calvert Library chooses a charity to support during the holiday season. Due to the devastation of Hurricane Maria and the earthquake in Mexico, the management team has chosen

the American Library Association's Disaster Relief Fund to Support Caribbean islands, Mexico and Puerto Rico to aid in library rebuilding efforts. <https://ec.ala.org/donate/projects>

Director Plymire is putting together a Happiness Team. This idea came from a group of staff who attended the "Orange Frog" training at SMRLA. The Orange Frog is based on principles from "The Happiness Advantage" by Shawn Achor. This team will help guide library culture. She is working on a library-wide climate survey and being more intentional about our library culture. The team will work with the Management Team to do a staff engagement/satisfaction/culture survey and work with the results to make improvements. Director Plymire expects to have some results to report by March.

Plymire suggested that her performance evaluation in 2018 be a 360 review. This review would be done by the Board, direct reports and peers. A consultant would manage the process so that results were anonymized and compiled to be useful to her in improving her leadership and management style. If this process is well-received, she would like to consider doing it for the management team the following year. The BOLT encouraged the Director to proceed with setting up this process.

There were no questions about Director Plymire's written report.

### **Unfinished Business**

Interview date for Trustee candidates

Director Plymire stated that Trustee candidate interviews will be held January 4, 2018. There are eight candidates, so interviews will begin at 9am and end at approximately 4:30pm. Lunch will be brought in and the current BOLT members should be finished with deliberations by 5:30 at the latest.

Ethics Commission Opinion – Mr. Cumbo and Twin Beaches site selection

Mr. Cumbo shared that based on the written recommendation from the Ethics Commission, he will recuse himself from the site selection for the new location of the Twin Beaches Branch. Though he is a sitting Chesapeake Beach Town Council member, he felt he could render an impartial decision as to the location of a new library; however, he recognized that the BOLT should avoid the appearance of any conflict of interest in this decision-making process.

### **New Business**

Wireless Policy

Ms. McHugh made a motion to approve the changes to the Wireless Policy as disseminated. Ms. Eggert seconded the motion. Motion passed unanimously.

2018 draft BOLT meeting schedule

Director Plymire shared a proposed meeting schedule for 2018 with the BOLT.

### **Reports**

Friends of the Library

President Grahame shared that the Friends of Calvert Library are doing their annual membership drive. All BOLT members received membership applications. Thursday, January 11, 2018, the

Friends will start setting up at 9am for their annual Book Sale, 4pm begins the preview for members. The sale will continue Friday 12-3pm, and Sat 9am -3pm. All are welcome to visit and/or volunteer, especially with packing up from 2:30-4 on Saturday, January 13.

#### SMRLA

Ms. Eggert reported that Southern Maryland Library Association's (SMRLA) met earlier in the day. CEO Marshall shared that St. Mary's County Commissioners have proposed a bill for 2018 General Assembly session regarding how BOLT appointments are made in St. Mary's County. The Maryland Library Association Legislative Panel (of which Director Plymire is a member) will be working to address this legislation. No further action is needed unless the bill is heard by a committee.

#### Foundation

President Grahame noted that the Foundation held their Holiday dinner last week. Kip AtLee, a Foundation Past President is retiring from the Foundation. Catherine Marsh, his daughter, will be joining the Foundation in his stead. President Grahame shared that the Art Auction did very well notably in the areas of sponsorships, the silent auction and 50/50.

#### **Announcements/Other**

New Year's Staff Brunch – January 5 at Brick 9-11am

Maryland Library Legislative Day – February 20, reception at 5:30pm

Southern Maryland Delegation Reception – February 22 7-9:00 pm

There was no public comment.

President Grahame requested a motion to enter Executive Session. Mr. Cumbo made a motion to move to executive session to discuss a Personnel Matter [3-305 (b)(1)] and a Real Property [§ 3-305(b)(3)] matter. Ms. Grasso seconded the motion. Motion passed unanimously.

BOLT moved to Executive Session at 3:04pm.

Ms. McHugh moved to re-appoint Delores Brown to a full term on the Board of Library Trustees. Ms. Eggert seconded the motion. It passed unanimously.

Mr. Cumbo recused himself at 3:08 from the Real Property portion of Executive Session.

No votes were taken.

Ms. McHugh moved to adjourn the Executive Session at 3:43. Ms. Grasso seconded.

The meeting was adjourned at 3:44.

**Next Meeting** – January 09, 2018 at 2:00pm at Calvert Library Prince Frederick