

**Board of Library Trustees  
Calvert Library Prince Frederick  
February 13, 2018 at 2:00 pm – Minutes**

**Present:**

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

**Absent:**

Stewart Cumbo

**Call to Order**

Meeting called to order at 2:04pm by President Grahame. She welcomed observers Kip At Lee, who was appointed as new Board of Library Trustees (BOLT) member at this morning's Board of County Commissioners meeting, and Nakisha Gross, Public Services Librarian in Children's at Calvert Library Prince Frederick who is enrolled in the Library Associate Training Institute.

**Minutes**

Ms. McHugh moved to approve the minutes of the January 9, 2018 meeting as disseminated electronically with a correction. Mr. Lewis seconded the motion. The motion passed unanimously.

**Director's Report**

FY18 Budget – Revenue and Expenditures

Director Plymire noted revenues and expenditures are both on track.

In regards to the ongoing contemplation of fine-free library service, Plymire shared that Jennifer Falkowski, Information Services Manager for the Southern Maryland Regional Library (SMRLA) had worked with her on pulling fine data. A possible first step could be to make children's print books fine-free to further promote 500 by Five and early literacy. That decision would result in a minimal loss of fine income projected at approximately \$2,600 annually.

**Director's Preliminary Report**

Director Plymire indicated that the library is accepting applications for the Network Technician position. This new position was funded in the FY18 budget. She also noted that there will be new "Choose Civility" marketing tools thanks to a state grant and Wi-Fi Hotspots will soon be available for checkout.

**State budget update**

Director Plymire stated that there is a projected increase of \$32,000 in State per-capita funding for the FY19 budget.

## **Unfinished Business**

### Memorandum of Understanding with County Government - Status

Ms. Grahame introduced Jennifer Moreland, Director of Community Resources for Calvert County Government. The BOLT reviewed, in detail, the draft Memorandum of Understanding (MOU) with Calvert County Government. Ms. Moreland shared concern from the County Finance department about some of the details involved in proposed changes to the way the salary budget and payroll are administered. Director Plymire expressed surprise as her last impression of the process had been that there were important but minor details that were being ironed out. Discussion included a possible outcome being that Calvert Library would need to outsource payroll to a third-party company. Director Plymire was asked to ascertain the cost of obtaining that service.

### SMRLA Appointment

President Grahame proposed the appointment of Catherine Grasso to the SMRLA Board. Ms. Grasso declined the appointment.

President Grahame proposed the appointment of Delores Brown to the SMRLA Board. Ms. Brown accepted the appointment.

## **New Business**

### Sick & Safe Leave for hourly employees

Director Plymire disseminated electronically a memo regarding Sick & Safe Leave. This new Maryland law affects Calvert Library's hourly substitutes but not student pages under the age of 18. The law requires that employees be granted sick leave at a rate of one hour for every 30 hours worked if the employee works more than 12 hours a week.

Ms. Eggert moved to accept Director Plymire's recommendation that substitutes accrue .3333 hours for each hour worked on every timesheet, regardless of whether they meet the 12 hour a week threshold. Ms. Brown seconded the motion. Motion passed unanimously.

Per requirement of the law, Director Plymire will send a memo to staff who are affected by this legislation.

### Raising blocking limit for library cards

Director Plymire proposed that Calvert Library raise the limit when a library card will be blocked in keeping with changes being made by St. Mary's Public Library and Charles County Public Library. Ms. Eggert moved to raise fine block amount to \$25 and referral amount to \$50. Ms. Grasso seconded the motion. Motion did not pass.

Ms. Eggert moved to raise fine block amount to \$25. Ms. Grasso seconded the motion. Motion passed unanimously.

## **Reports**

### Friends of the Library

President Grahame shared that the Friends of Calvert Library will be holding a Pub Quiz Friday March 9, 2018.

## SMRLA

Ms. Eggert reported that Southern Maryland Library Association's Board meeting was held this morning. She shared that Tuesday, April 10 will be the SMRLA Corporation meeting to which all board members from member libraries are invited. This meeting will include a report on the state of SMRLA, vote on appointments from each county and presentation by Training Coordinator Jennifer Hopwood about Orange Frog training.

## Foundation

President Grahame noted that the Foundation will meet next Wednesday evening.

## Announcements/Other

Maryland Library Legislative Day – February 20, reception is at 5:30pm  
Southern Maryland Delegation Reception – February 22, 7-9pm at Loew's Hotel in Annapolis

There was no public comment.

Regular meeting adjourned at 3:50pm.

At 3:51 p.m., Board members Brown, Eggert, Grahame, Grasso, Lewis and McHugh voted to enter into Executive Session in the Storytime Room to discuss the employment and assignment of appointees, employees, and officials over whom it has jurisdiction pursuant to *General Provisions Article*, §3-305(b)(1).

Those present to discuss the personnel matter included Board members Brown, Eggert, Grahame, Grasso, Lewis and McHugh, and the Library Director.

Upon motion by Ms. McHugh, seconded by Ms. Grasso, the Board voted unanimously to approve leave without pay for the employee.

Still in Executive Session, the Board then moved to consider the acquisition of real property for a public purpose and matters directly related thereto pursuant to *General Provisions Article*, §3-305(b)(3).

Those present to discuss the land acquisition included Board members Brown, Eggert, Grahame, Grasso, Lewis and McHugh, and the Library Director. Upon motion by Mr. Lewis, seconded by Ms. Eggert, the Board voted on the acquisition of a specific property; the recommended property acquisition will go before the County Commissioners for approval during their February 27, 2018 Executive Session meeting.

Board member Cumbo was absent from the meeting, including, without limitation, this closed session.

The Board adjourned at 4:40p.m.

**Next Meeting** – March 13, 2018 at 2:00 pm at Calvert Library Twin Beaches Branch.