

**Board of Library Trustees
July 23, 2019 at 3:00 pm
Calvert Library Prince Frederick
Minutes**

Present:

Carolyn McHugh, President
Catherine Grasso, Vice President
Delores Brown
Ron Crupi
Jeffrey Lewis
Jennifer Moreland, Director of Community Resources, Calvert County Government
Carrie Willson, Executive Director
Beverly Izzi, Recorder

Via Phone:

Kip At Lee, Secretary (mid-meeting in person)
Martha Grahame

Call to Order:

Meeting called to order at 3:00 pm by President McHugh.

Approval of the Agenda

President McHugh made a motion to adjust the order of the agenda, beginning with MOA, Staff Handbook and then Fine Free presentation. Ms. Brown seconded the motion. The motion passed unanimously.

Minutes

Mr. Lewis motioned to approve the minutes from the June 18, 2019 Board of Library Trustees (BOLT) as disseminated. Ms. Brown seconded. The motion passed unanimously.

President's Report

MOA between BOCC and North Beach

President McHugh shared that the North Beach Mayor, Jennifer Moreland and Wilson Freeland met to discuss the Memorandum of Understanding (MOA) between North Beach and the Board of County Commissioners (BOCC). Points of contention remain with the number of allocated parking spots there will be on or near the library and the reversionary clause for the parcel closest to Bay Avenue. Ms. Moreland will confirm the number of parking spaces required by the municipal code.

Mr. Lewis made a motion that the BOLT President send a letter to the BOCC recommending that they only accept an MOA which includes adequate parking based on the figure specified in the BOLT's last request for bids from the towns and that the approval of the MOA be time-bound. Ms. Grasso seconded the motion. Motion passed unanimously.

Unfinished Business

Revised Staff Handbook Progress

The BOLT discussed in detail and made final changes to the revised Staff Handbook. Mr. At Lee made a motion to accept the Staff Handbook with the final changes. Ms. Brown seconded the motion. Motion passed unanimously.

ED Willson will make final changes to content approved during this meeting and insure that formatting is correct before sharing the final product with staff.

President McHugh thanked the committee, staff, ED Willson and the BOLT for work on the handbook. The BOLT unanimously supported that the President send a letter to staff expressing appreciation for their work on the handbook.

Fine Free – Pilot program review

BOLT reviewed and suggested revisions to the Fine Free presentation for the BOCC. Ms. Grahame made a motion to end the Fine Free Trial and make Fine Free permanent. Mr. Crupi seconded the motion. The motion passed with Trustees McHugh, Grasso, At Lee, Grahame, Lewis and Crupi voting in favor, and Trustee Brown voting against.

Previous Action Items

Action Items	Responsible Party	Due Date	Complete?
Bylaws committee report	McHugh, At Lee, Crupi	TBD	Work will commence on this document.
Secure 2 hour meeting time for BOLT meetings	Staff	11/1/19	yes
Recommendation for Library Attorney – 3 names and rationale	At Lee	7/23/19 8/20/19	Mr. At Lee has contacted 5 attorneys. He will provide findings at August meeting.
Lessons Learned document from Exec Director – Annual Goal #5	Willson	6/18/19 7/23/19	yes
Polished presentation on efficacy of Fine-free pilot program	Willson	7/23/19	yes
Final recommendations for Staff Handbook	Willson	7/2/19	yes
Budget Adjustment memo to BOCC via Tim Hayden	Willson	7/2/19	yes
Contract with Salary Study consultant	Willson	ASAP	yes
Change date of Fine-Free presentation to BOCC	Willson	ASAP	Yes – August 20

New Business

Crisis Communication Exercise

President McHugh postponed until the August meeting.

Director's Report

Director's preliminary written report

Willson also shared updates on the Bookmobile bid award and funding requests to the Foundation. If the Foundation is willing to fund 10% of the project, we can make a bid award very soon. Alternative funding can also be procured. An award needs to be made by September.

ED Willson stated that she expected a materials challenge to the adult graphic novel, "Wet Moon." She promised to keep the BOLT informed about this topic.

FY19 Budget

ED Willson shared that the FY19 budget is spent down to under 1%.

Lessons learned document – Director's Goals

ED Willson shared an Operations Guide documentation that she had created for future Acting Directors with the BOLT. BOLT members expressed their appreciation for the document and the greater understanding they gained from reading it. Willson stated that it was a living document that would be added to as topics/tasks arose. BOLT members are asked to email her with any other topics that could be covered (ex. SMRLA was left out of this version).

Reports

Friends of the Library

Per Ms. Grahame, the next Friends Book Sale will be September 21, all help is welcome. The Friends have purchased more purple library card holders for children. Friends do not meet over the summer.

SMRLA

Mr. Crupi reported that an audit will be coming up. He relayed that a training the SMLRA staff took sounded very useful. "Friday Night at the ER," was the name of the training which focused on decision making and problem solving. The SMRLA training coordinator may be bringing this training back to offer to the county libraries.

Foundation

Mr. Crupi shared that the Foundation continues to work on the October 19 Road Rally. The Foundation is still working to get finishing touches on their new web site.

Announcements/Other

October 26, 2019 – Citizens for Maryland Libraries and Trustees Meeting – Pratt Library.

Register here <https://www.citizensformarylandlibraries.org/event-3410840>

August 20, 2019 – Fine-free Presentation to BOCC - approximately 10:15am – Commissioners Hearing Room

President McHugh thanked everyone for attending the extended BOLT meeting. She thanked Ms. Grahame for attending and Mr. At Lee for attending via phone and in person.

There was no public comment.

Adjournment

President McHugh adjourned the meeting at 6:04pm.

Next Meeting

The next meeting will be on August 20, 2019, 4pm at Calvert Library Prince Frederick.

Respectfully submitted,

Beverly Izzi