

**Board of Library Trustees
March 16, 2021 at 4:00 pm
Online via ZOOM
Minutes**

Present:

Jeffrey Lewis, President
Ron Crupi, Vice President
Kip At Lee, Secretary
Doug Alves
Martha Grahame
Rachel Jones
Wilson Parran
Carrie Willson, Executive Director
Beverly Izzi, Recorder

Call to Order:

Meeting called to order at 4:00pm by President Lewis. Executive Director (ED) Willson introduced staff who are in the next cohort of the Library Associate Training Institute (LATI) Renee Stadelman, Katie McVicker and Mary Miller who were observing the meeting as part of their course work.

Minutes

Mr. At Lee made a motion to approve the minutes from the February 16, 2021 Board of Library Trustees (BOLT) meeting with revisions. Mr. Crupi seconded the motion. Motion passed unanimously.

President's Report

Upcoming Meeting Dates

President Lewis proposed moving the May meeting up one week. There were no objections. The May BOLT meeting will be moved up one week to May 11.

Unfinished Business

No unfinished business at this time.

New Business

Vacation Leave Roll-Over for FY22

ED Willson shared that 16 staff members have more annual leave hours than they can roll over into the next fiscal year due to the pandemic's impact on vacationing. She proposed allowing staff to carry an additional 2 weeks of annual leave into FY22; leave in excess of the roll-over amount would be accrued as sick leave per the Staff Handbook.

Ms. Jones made a motion to allow staff to roll an extra 2 weeks of annual leave from FY21 to FY22 if needed. Mr. Crupi seconded the motion. Motion passed unanimously.

Staff Handbook – Probationary Period

ED Willson stated that the Staff Handbook doesn't not permit current staff who have been promoted to use their annual leave during the probationary period. She proposed that staff who are promoted or make a lateral move may use annual leave during their probationary period.

Mr. At Lee made a motion to adopt the changes proposed by ED Willson to allow current staff to take annual leave during their probationary period. Mr. Parran seconded the motion. Motion passed unanimously.

Staff Handbook - Hiring

ED Willson brought a proposal forward from the Equity, Diversity and Inclusion Human Resources (EDI-HR) staff team that all full-time positions at Calvert Library be opened to both current staff (internal) and the public (external) at the same time. She noted that the team consists of members of front-line staff and managers. This would make for a more diverse pool of applicants for full-time positions while still affording opportunity for advancement to internal candidates.

Mr. Parran moved to accept the proposal. Mr. Crupi seconded this motion. Motion passed unanimously.

Mr. At Lee praised the EDI-HR team for their careful analysis and thoughtful proposal to increase staff diversity at Calvert Library.

Inter-library loan - fines

ED Willson proposed to include inter-library loan materials in items that are fine-free. She noted that 11 library systems around Maryland are currently fine-free for everyone and the whole state is fine-free for minors.

Mr. Alves made a motion to accept the proposal. Ms. Jones seconded the motion. Motion passed unanimously.

COVID standards updates

ED Willson shared four document electronically with the Board which update current COVID standards. The primary amendments were to add the quarantine practices for vaccinated staff. Willson shared that over 50 staff have received at least their first shot.

Mr. At Lee made a motion to accept these propose changes be accepted subject to review by Health Officer Dr. Polsky or his designee. Mr. Crupi seconded the motion. Motion passed unanimously.

Director's Report

Director's preliminary written report

ED Willson shared that the Bookmobile is expected to be delivered in July.

ED Willson noted that the interior fabrics and laminate that that are being proposed for the new Twin Beaches branch have been delivered to the branch. She will share the files from HBM digitally.

Capital Projects Budget

ED Willson informed the BOLT that the 75% construction documents cost estimate was approximately \$1 million over the previous CIP budget. She will be presenting to the BOCC on March 23 along with County Capital Project manager CJ Jones and President Lewis. She asked the Board for their approval of requesting BOCC support for requesting the additional million dollars from the MD Library Capital Grant program.

Ms. Grahame made a motion to allow President Lewis and ED Willson to propose this change to the BOCC. Ms. Jones seconded the motion. Motion passed unanimously.

Legislative Update from Annapolis:

ED Willson shared that the eBook access bill has passed both houses unanimously and been cross-filed, once it goes through the reconciliation process it will go to the governor to be signed.

ED Willson noted that today was the 1 year anniversary of Calvert Library being open only for curbside pick-up due to the pandemic. On March 17, 2020 Calvert Library locations closed to staff and the public for several months before returning to curbside service and subsequent limited reopening. She applauded staff on the incredible program offerings, customer service and new ways of connecting customers to one another and the library virtually; they have shown incredible creativity and resilience over this past year.

FY21 Budget – progress report

ED Willson shared FY21 budget expenditures electronically with the BOLT. There were no questions at this time.

Action Items

Action Items from prior meetings	Responsible Party	Due Date	Complete?
Return Rates	Willson	quarterly	n/a until post-pandemic
Stage 5 Re-opening plan	Willson	TBD	n/a
Salary Study – front-line staff	Willson	July 2021	n/a
Development Officer	Willson	ASAP	

Reports

Friends of the Library

Ms. Grahame noted that the Friends of Calvert held their annual meeting. She shared that the Friends are planning an Outside Book Sale for the 3rd Saturday in September. This will be weather dependent. They have also tentatively scheduled a Pub Quiz in November if possible. She also shared that it is time for the Friends renewal and encouraged all BOLT members to renew their membership.

SMRLA

Mr. Crupi shared that Southern Maryland Regional Library Association Board held their annual corporate meeting. He noted that they voted on officers and also had their standard monthly meeting.

Foundation

Mr. Crupi reported that the Foundation is prepping for an online art auction on April 17. This has been published on library website and will be on Foundation website. Registration begins April 5, bidding starts April 15 and the live auction begins April 17 at 7pm. Mr. Crupi encouraged board members to share this with friends and family nationwide. Marlin Art will hold the auction and will ship items within the contiguous 48 states. This is the same company the Foundation has used in the past for live auctions.

Announcements/Other

Mr. Parran had a State Library Board meeting yesterday. He commented about the statewide perception of public library survey that was conducted, the results of which were released a few months ago. Among the results were that 2/3 of the people surveyed found libraries to be a good investment of tax dollars. Mr. Parran noted that some of those results might be good to share with the BOCC on the 23rd.

Public Comment

No public comment at this time.

Executive Session –

Prior notice had been given to the public that the Board anticipated going into closed session following the Public Meeting to consider, “Personnel Matters [3-305(b)(1)] Board will discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction” Closed to the public pursuant to Section 3-305 of the State Government Article of the Annotated Code of Maryland.”

Mr. Crupi made a motion to move to Executive Session for the purpose stated. Ms. Grahame seconded the motion. Board members Alves, At Lee, Crupi, Grahame, Lewis, and Parran voted in favor. Ms. Jones was not present for the vote.

Moved to Executive Session at 4:31pm.

President Lewis reconvened the Board in open session at 4:37

Adjournment

President Lewis asked for a motion to adjourn. Mr. Parran moved and Mr. At Lee seconded a motion to adjourn. Motion passed unanimously. President Lewis adjourned the meeting at 4:38.

Next Meeting

The next meeting will be on Tuesday, April 20, 2020 at 4pm via Zoom

Respectfully submitted,

Beverly Izzi