

Board of Library Trustees
June 21, 2022 at 4:00 pm
Jefferson Patterson Park MAC Lab Conference Room
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 & Welcome Guests:

Meeting called to order at 4:01pm by President Lewis.

Minutes

Mr. Parran made a motion to approve the minutes from the May 17, 2022 Board of Library Trustees (BOLT) meeting. Mr. Alves seconded the motion. Motion approved unanimously.

President's Report

President Lewis had no report at this time.

Unfinished Business

MOU with Calvert Library Foundation

Executive Director (ED) Willson shared the Calvert Library Foundation has reviewed the proposed Memorandum of Understanding (MOU) with Calvert Library. They proposed a change to Section K (page 4) that “fee of \$5000 annually be changed to a fee of 2% of the total revenue or \$1200, whichever is less”.

Mr. At Lee moved to approve the Foundation’s proposed change to the MOU with three additional grammatical changes. Mr. Crupi seconded the motion. Motion passed unanimously.

New Business

Disclosure of Records policy update

Mr. Crupi moved to table the Disclosure of Records policy update until the next meeting. Mr. Parran seconded the motion. Motion passed unanimously.

End of year spending and budget adjustments

ED Willson shared that she requested two budget adjustments for the A/V renovation project for Prince Frederick meeting rooms:

\$4,223 from Contracted Services to Equipment \$1-\$5k

\$20,857 from Contracted Services to Repairs Projects (One-time)

The additional funds remaining in Contracted Services will pay for installation of the A/V equipment and monies to prepay digital services and Unique Patron Services.

Mr. At Lee moved to approve movement of funds *nunc pro tunc*. Ms. Jones seconded the motion. Motion passed unanimously.

Director’s Report

Director’s written report

ED Willson highlighted the following items from her written report:

- Permission for the mosaic mural was granted by the Calvert County Board of County Commissioners (BOCC). The \$20,000 grant to make it possible was approved by the Maryland Arts Council.
- Work has begun on the new Twin Beaches branch; pilings will be drilled and poured.
- Have yet to receive the Notice of Grant Award (NOGA) for the Broadband grant
- Library Services and Technology Act (LSTA) grants from the MD Library Agency have not been awarded yet
- Capital Grant Committee has asked several clarifying questions that need to be answered by July 1
- Saturday, June 25 will be the Summer Splash, summer reading kick-off event, at Annmarie Sculpture Garden and Arts Center from 2-6pm
- Recommendations from the Anti-Racism audit have worked through by the Management Team over the course of two day-long work sessions. That work resulted in a prioritized work plan titled “Steps to Anti-Racism at Calvert Library.” The staff who participated in the Audit process then reviewed that document, made some minor changes and it was in the BOLT packet for Board review and affirmation. ED Willson accepted a description of the work of the Core Team from Mr. At Lee and a bullet was removed from the section on Accountability Partners that could have led to lack of clarity about the governance role of the BOLT.

Mr. At Lee made a motion to accept the Executive Director’s report and affirm the work described in “Steps to Anti-Racism at Calvert Library” with the following consideration: that it is understood that these steps will proceed in a manner consistent with the governmental framework of the library.

Mr. Crupi seconded the motion. Motion passed unanimously.

FY22 Budget – Period 11 report

ED Willson noted that budget year is coming to an end and Calvert Library will have less than 1% of budget remaining.

Action Items

Action Items from prior meetings	Responsible Party	Notes
Salary Study – front-line staff	Willson	ED Willson is planning to have consultants present to BOLT in August
Development Officer	Willson	Interviews next week
Policy samples for BOLT	Willson	August meeting

Reports

Friends of the Library

Ms. Grahame shared that the Friends had their end of the year dinner. Friends of the Library will be on hiatus until September 13.

SMRLA

Mr. Crupi shared that the Southern Maryland Regional Library Association (SMRLA) had a meeting last week. The SMRLA Board adopted using the Government Services Administration (GSA) reimbursement rate for staff travel. They are also looking into hiring a financial advisor. SMRLA held a Board orientation, 2 of the 3 new SMRLA Board members attended.

Foundation

ED Willson noted that the Foundation is planning an Awards Dinner honoring Pat Hofmann on September 17, 2022. They will be meeting tonight. ED Willson asked each BOLT member to provide her with 10 potential donors to invite to the Awards Dinner.

Mr. Parran shared the Maryland State Library (MSL) Board has 2 vacancies. Mr. Parran was just elected as Vice-Chair. Sharan Marshall is Chair.

Next Meeting

The next BOLT meeting will be on Tuesday, August 16, 2022 at 4pm via Zoom.

Public Comment

No public comment.

Adjournment

President Lewis adjourned the meeting at 4:30pm.

Respectfully submitted,

Beverly Izzi