

**Board of Library Trustees  
September 20, 2022 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 & Welcome Guests:**

Meeting called to order at 4:02pm by President Lewis. Librarians Calvin Crunkleton, Casey Ketcham and LaToya Mitchell were in attendance as part of their Library Associate Training Institute (LATI) coursework. Lisa Railey, Development Specialist, was also welcomed to the meeting.

**Minutes**

Ms. Grahame made a motion to adopt the minutes for the August 16, 2022 Board of Library Trustees (BOLT) meeting. Mr. Parran seconded the motion. Motion approved unanimously.

**President's Report**

**Education segment – Intellectual Freedom**

Emilia Mudd, Children's Librarian at the Southern Branch, shared a presentation about Intellectual Freedom and how Calvert Library integrates these principles into their work based on the American Library Association's (ALA) [Freedom to Read statement](#) and [Library Bill of Rights](#). It was noted that the library has an in-depth process for considering Reconsideration of Materials requests from the public that involves the BOLT.

BOLT Members expressed appreciation for the presentation. In doing so, Mr. At Lee commented that in applying these principles we need to guard against unconsciously applying different standards to matters that we support as a matter of library policy, such as Anti-racism initiatives, compared to opposing viewpoints. Our Materials Selection Policy gives equal standing to materials requested by customers regardless of whether all librarians or all Board members agree with or appreciate the content. Freedom to Read applies to all users equally.

**Unfinished Business**

**Updates to COVID standards**

Mr. At Lee made a motion to approve the updated COVID standards after the latest CDC updates and Dr. Polsky's review. Mr. Parran seconded the motion. It was noted that the library's COVID Standards are a mix of CDC guidance and library policy and as such, require the attention and approval of the BOLT. Motion approved unanimously.

### **Disclosure of Customer Records**

This policy review will take further review and was tabled until the next BOLT meeting. Director Willson suggested that the current Privacy and Confidentiality Policy could fully replace the Customer Disclosure of Records Policy; she will send copies of the Privacy policy, the Customer Disclosure of Records Policy and the updated Customer Disclosure policy brought to the Board initially discussed by the BOLT in June 2022 with the minutes from this meeting.

### **New Business**

#### **2023 Holiday Schedule**

Mr. At Lee made a motion to accept the 2023 Holiday Schedule with the caveat that future Staff Development Days be held on days that do not impact staff's celebration of holidays. Mr. Crupi seconded the motion. Motion passed unanimously.

#### **Staff handbook update –Sick and Safe Leave accrual and guidelines**

Mr. At Lee made a motion to take the current leave policies in the Staff Handbook, annotate the changes and questions brought up by the Sick and Safe Leave document sent to the library by Paychex, and hire the services of a labor attorney to review our current policy and that 2018 state law. Ms. Grahame seconded the motion. Motion passed unanimously.

### **Director's Report**

#### **Introduction of Lisa Railey – Development Specialist**

Lisa Railey, recently hired Development Specialist, shared her background with the BOLT and briefed the BOLT on her work developing a Capital Campaign for the new Twin Beaches Branch. She will be reaching out to each BOLT member to talk about giving to the campaign so that we can reach 100% participation from leadership.

#### **Director's written report**

ED Willson highlighted the following items from her written report:

- Ebony Eyes Exhibit is on display at Calvert Library Prince Frederick
- New Twin Beaches branch foundation will be begun at the beginning of October
- Capital Grant for FY24 is in process and looking favorable
- Production of the mosaic tiles for the mural at Calvert Library Prince Frederick are in production
- Notice of Grant Award is still in progress at the State office of Broadband - this is for the \$120,000 grant for aerial fiber to the new Twin Beaches.
- Foundation Awards dinner honoring Pat Hofmann and Michael Kent will be March 11, 2023
- The Southern Maryland Regional Library Association (SMRLA) will add \$20,000 for Hoopla. They also have added digital access to Consumer Reports and Washington Post
- Beginning Labor Day weekend, Wowbrary newsletters, highlighting recently purchased items, are being sent to customers each Saturday

### **FY23 Budget – Period 2 report**

ED Willson shared the FY23 Budget electronically. She noted that nothing unexpected is happening with the financials. Purchase orders rolled into FY23 also resulted in budget adjustments for corresponding amounts in accounts including: Equipment To \$1,000, Vehicle Supplies/Repairs, Equipment \$1,000 to \$5,000, Contracted Services, Adult and Children’s Programming, Computer Hardware and Repair Projects.

### **Action Items**

<b>Action Items from prior meetings</b>	<b>Responsible Party</b>	<b>Due Date</b>
Disclosure of Customer Record	Willson	Tabled until October meeting

### **Reports**

#### **Friends of the Library**

Ms. Grahame shared that the Friends meeting went well. Pat Hofmann is acting Secretary of the Friends. They are looking for a new Treasurer as Tamea Bowen is stepping down after more than 20 years of service. The booksale at Calvert Library Prince Frederick is going well and bringing in steady income.

#### **SMRLA**

Mr. Crupi shared that SMRLA meeting was held September 13. He also noted that SMRLA is granting each County system \$20,000 for Hoopla in FY23. They are also paying for subscriptions to Consumer Reports and the Washington Post. They are hiring an Equity, Diversity and Inclusion consultant and acquiring the services of a Financial Advisor.

#### **Foundation**

ED Willson shared that the Foundation will be meeting tonight, in person. Lisa Railey will be in attendance to discuss the capital campaign. Plans are coming along for the March 11<sup>th</sup> Awards dinner as well.

### **Next Meeting**

The next meeting will be on Tuesday, October 18, 2022 at 4:00pm at Fairview Branch

### **Public Comment**

No public comment.

### **Adjournment**

President Lewis adjourned the meeting at 5:22pm.

Respectfully submitted,

Beverly Izzi