

**Board of Library Trustees
October 18, 2022 at 4:00 pm
Calvert Library Fairview Branch
Minutes**

Present:

Jeffrey Lewis, President
Ron Crupi, Vice President
Kip At Lee, Secretary
Doug Alves
Rachel Jones
Wilson Parran (via phone)
Carrie Willson, Executive Director
Sandy Hunting, Recorder

Call to Order & Welcome Guests:

Meeting called to order at 4:02pm by President Lewis.

Minutes

Mr. At Lee recommended adding an additional clarifying statement to the minutes regarding Ms. Mudd's Intellectual Freedom presentation to the BOLT.

Mr. Crupi made a motion to adopt the minutes as amended for the September 20, 2022 Board of Library Trustees (BOLT) meeting. Ms. Jones seconded the motion. Motion approved unanimously.

President's Report

Email Vote

On October 7, 2022, President Lewis stated that he called for an email vote of the Board of Library Trustees. He did so after consulting with our designated Open Meetings Act officer and considering guidance of the Maryland Attorney General's office. Mr. At Lee advised him that the matter was within the fifteen "Exceptions" under the Act that would warrant a closed meeting (specifically, "...to discuss any other personnel matter that affects one or more specific individuals."), was time sensitive and that, according to Maryland Attorney General guidance, the matter constituted a "function" excluded from the Act, being an administrative function applying set policies to a set of facts. After receiving sufficient email responses to constitute a quorum (all Trustees less Ms. Jones), no objection having been made to the email process, and a unanimous vote of the quorum, Mr. Lewis advised the Executive Director that the employee's request for unpaid leave had been approved and the individual was so informed.

Director's Performance Evaluation

The November BOLT meeting will include review of the evaluation packet for ED and discussion of her performance. Meeting will be held via Zoom. President Lewis let the BOLT know to plan on a longer meeting to allow for sufficient discussion time.

Unfinished Business

2023 Holiday schedule – revisions

Correction to the day of the week for January 2nd holiday (Monday). Decision to close in recognition of the federal holiday for Veteran’s Day (Friday, November 10th), but to remain open on Saturday, November 11th allowing full-time staff a floating holiday.

Mr. At Lee asked that future consideration and discussion be given to allow staff floating holidays to be used for religious observation not currently recognized on the library calendar.

Ms. Willson will review metro area counties policies on religious holidays and report back.

Mr. At Lee motioned to approve the 2023 Holiday schedule as amended. Mr. Crupi seconded. Motion approved unanimously.

Disclosure of Customer Record Policy revision

Ms. Jones shared insights from the Citizens for Maryland Libraries Annual Meeting training which focused on intellectual freedom and privacy. There was extensive conversation about how the library’s policy can meet a standard of “reasonableness” with respect to parental access to a minor’s account while also providing for the privacy rights of users of all ages. Mr. At Lee volunteered to take discussion points and work with ED Willson to revise the Confidentiality and Privacy Policy for consideration at the next meeting.

New Business

Loanable Technology Policy

Ms. Willson presented the revised Loanable Technology Policy for BOLT review. Mr. At Lee recommended changing “Prices are as follows” to “Replacement costs are as follows.”

Mr. Crupi accepted that suggestion as friendly amendment and motioned to approve the Loanable Technology Policy as amended. Ms. Jones seconded. Motion approved unanimously.

Capital Improvement Budget FY24-29

Ms. Willson discussed the Capital Improvement budget. Expenditures for new Twin Beaches were finalized last year when the State Capital Grant was requested for FY24. Other projects in this CIP are the Prince Frederick lighting project. That was originally planned for FY22 but the bids came in much higher than expected so that has been resubmitted using the cost of the middle bid. This project is supported by Calvert County Buildings & Grounds. On the horizon—the new Fairview Library project.

Director’s Report

ED Willson highlighted several items from her written Director’s report.

1st Amendment Audits

Calvert Library wholeheartedly supports the 1st Amendment. Staff has been trained on proper procedures if a First Amendment auditor visits one of the library locations.

Twin Beaches Branch update

A progress meeting is scheduled at the job site on October 20—Ms. Willson will send any updates via email. There will be increased social media and marketing attention paid to the new site as more visible work is beginning. A time-lapse camera is being installed at the site.

FY23 Budget – Period 3 report

ED Willson noted that the variation in Wireless Telephone was due to the discontinuation of a mobile services data plan in FY23. Footnotes will be added to columns on next month’s report for clarity.

Unique Collection Services

The discontinuation of materials collection services to be discussed at the November BOLT meeting.

Action Items from prior meetings	Responsible Party	Due Date
Disclosure of Customer Record	At Lee & Willson	Mr. At Lee working to revise wording for further review.
Sick and Safe Leave – impact of the law on other leave policies	At Lee & Willson	Pending review by Jackson Lewis Attorneys at Law

Reports

Friends of the Library

Ms. Willson reported for Ms. Grahame that Pub Quiz will return to the library on March 24, 2023 at the Calvert County Fairgrounds. Marketing will begin after the first of the year. Board members are encouraged to put together a team!

SMRLA

Mr. Crupi reported that a new auditor has given a clear opinion of operations at SMRLA—no significant deficiencies or material weaknesses. He also reported that committees have been formed to review the new Regional Libraries statutes that are expected to be approved by the General Assembly this coming session. One committee is working on bylaws that meet the new requirements; the other is working on Board member recruitment and developing Board job descriptions.

Foundation

Ms. Willson reported that plans are going ahead for the Foundation Awards Banquet on March 11th to honor Michael Kent and Pat Hofmann. Further reported that Development Coordinator Lisa Railey continues to work to identify donors for the new Twin Beaches branch.

Next Meeting – November 15, 2022 at 4:00pm via Zoom

Public Comment

There was no public comment.

Adjournment

President Lewis adjourned the meeting at 5:47pm.

Respectfully submitted,
Sandy Hunting