

**Board of Library Trustees**  
**November 15, 2022 at 4:00 pm**  
**Zoom**  
**Minutes - DRAFT**

**Present:**

Jeffrey Lewis, President  
Ron Crupi, Vice President  
Kip At Lee, Secretary  
Doug Alves  
Wilson Parran  
Martha Grahame  
Carrie Willson, Executive Director  
Sandy Hunting, Recorder

**Call to Order & Welcome Guests:**

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

**Minutes**

Mr. At Lee requested a clarification to the minutes of the October meeting. Mr. Parran made a motion to adopt the minutes of the October 18, 2022 Board of Library Trustees (BOLT) meeting with the clarification to a point of order. Mr. Alves seconded the motion. The motion was approved unanimously.

**President's Report**

President Lewis welcomed Sally Anderson and Tressa Dunn, both attending the BOLT as part of their Library Associate Training Institute class work.

**Board Meeting Schedule**

The schedule for 2023 Board meetings was presented. Mr. Alves made a motion to approve the schedule. Mr. At Lee seconded. The motion carried unanimously.

**Trustee Interviews**

The terms of two BOLT members, Ms. Jones and Mr. At Lee, are set to expire at the end of December. Both have applied for re-appointment. A third application has also been submitted. Trustee interviews are set for December 13—time tbd.

**Unfinished Business**

**Privacy and Confidentiality Policy revision – Disclosure of Customer Records**

A final draft of the Privacy and Confidentiality Policy was presented by Executive Director (ED) Willson and Mr. At Lee. The draft incorporates comments from the last Board meeting and resolves inconsistencies in previous policies with regards to identification required to access library records. Points of clarification in parts of the policy not focused on disclosure of customer records as well as corrections of grammatical errors are also included in the draft. Mr. Crupi

moved to adopt the Privacy and Confidentiality Policy as presented. Ms. Grahame seconded. The motion carried unanimously.

### **New Business**

#### **FY24 Draft Operating Budget**

ED Willson presented the FY24 draft operating budget. Major changes from FY23 include the Salary line item which includes four full time and four part time staff members for the new Twin Beaches branch as well as \$25,000 pledged by the County for the development position. The other significant change is in Contract Services as Calvert County Buildings & Grounds has agreed to take on the cleaning contracts previously administered by the library as well as the part time cleaning staff at Prince Frederick and any additional cleaning staff needed for the new Twin library. There is also an increase in the Contracted Service budget for Paychex which reflects cost of their HR consulting services; those services have proved invaluable in working with staff accommodations. Additionally, the budget reflects increase in LGIT Property and Liability insurance and replacement costs for RFID equipment to allow for continued maintenance.

Ms. Grahame made a motion to accept the FY24 Draft Operating Budget as presented. Mr. Crupi seconded. The motion passed unanimously.

#### **Staff Handbook – Personal Leave & Workers Comp**

ED Willson presented changes to the Personal Leave section of the staff handbook related to the decision to no longer hold Staff Days on holidays and a change to the Workers Comp portion removing reference to the Calvert County Government since the library holds its own workers' compensation policy.

Mr. Alves moved to approve the changes to the Personal Leave and Workers Comp sections of the Staff Handbook as presented. Ms. Grahame seconded. The motion passed unanimously.

### **Director's Report**

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

ED Willson highlighted several items from her written Director's Report. Colleen Cano was commended for Staff Development Grant reporting which is being used as a model by the State Library Agency. The SEED grant team is concluding their fall programming and beginning to write curriculum for the winter/spring session to begin in February. The decision has been made to discontinue the services of Unique Management Patron Services to answer branch phone lines. Chat services will be retained. A wealth of data about our phone interactions was captured in the last year.

#### **Twin Beaches Branch update**

Site meetings are being held bi-weekly at the new Twin site. The foundation for the garage is being poured and first floor walls are up. On track to open in Winter 2024.

#### **FY23 Budget – Period 4 report**

Ms. Willson shared the Period 4 report with an added key to the contents of each column. There were no questions about the FY23 budget.

<b>Action Items from prior meetings</b>	<b>Responsible Party</b>	<b>Due Date</b>
Holiday leave for non-Christians	Willson & At Lee	January 2023
Staff Leave policy review	Jackson & Lewis, At Lee	Pending review
Unique Materials Recovery	Willson	January 2023

## **Reports**

### **Friends of the Library**

Ms. Grahame shared that plans are ongoing for the next Pub Quiz on March 24, 2023 at the Calvert County Fairgrounds. Marketing will begin after the first of the year. The Friends Board voted to approve a request from the library's Volunteer team to sponsor a volunteer luncheon in April and to purchase years of service pins for volunteers. The Friends will have dinner (instead of a meeting) on December 14<sup>th</sup> at 6pm at Outback in Prince Frederick. The BOLT is invited to attend.

### **SMRLA**

Mr. Crupi reported that there are several committees working on required changes to processes and bylaws that will be required by the new regional library statute legislation. Discussion and planning are ongoing.

### **Foundation**

ED Willson reported that promotional documents are being finalized for the Foundation Dinner honoring Pat Hofmann and Michael Kent. She further reported that Lisa Railey is doing good work on the Capital Campaign for the new Twin Beaches Library.

**Next Meeting** – January 17, 2022 at 4:00pm via Zoom

### **Public Comment**

There was no public comment.

### **Executive Session**

Mr. At Lee made a motion to move to Executive Session pursuant to Section 3-305 of the State Government Article of the Annotated Code of Maryland – Personnel Matters [3-305(b)(1)] - 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 – as previously announced in the Agenda. Mr. Crupi seconded the motion. All six Board members present voted to move to Exec Session.

Meeting moved to Executive Session at 5:03pm pursuant to Section 3-305 of the State Government Article of the Annotated Code of Maryland.

[The Recorder was advised that the Executive Session itself was recessed to be continued as the same Executive Session on December 13, 2022, and then return to Public Session on that date.]

On December 13, at 4:22pm, the BOLT returned to Public Session and the President reported that the Executive Session begun on November 15, 2022 had been recessed and then continued on this date, as noted in the minutes of that Executive Session. He further noted that the Personnel Matter that had been the subject of the Execution Session had been resolved by unanimous action.

Absent objection and by unanimous consent this Public Meeting begun on November 15, 2022, was adjourned on December 13, 2022, at 4:25pm.

Respectfully submitted,

Sandy Hunting  
Recorder