

**Calvert Library
Board of Library Trustees
January 17, 2023 at 4:00 pm -- Online via Zoom
Minutes**

Present:

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

Call to Order & Welcome of Guests

Meeting called to order at 4:02pm by President Lewis who welcomed all guests in attendance.

Approval of Minutes

President Lewis noted that this meeting also constitutes the return to Public Session from the second of two Executive Sessions conducted on December 13th, the minutes of which will be considered shortly. Accordingly, he reported that the second Executive Session's completed business was reported in ~~those~~ the minutes of the Executive Session and the actions of the Board were by unanimous consent.

With this note, Ms. Grahame motioned that the regular and executive session minutes from November 15th and December 13th be approved. Mr. Alves seconded. The motion passed unanimously.

Unfinished Business

Staff Handbook – Leave policies

Staff Handbook leave policies were reviewed by the law firm Jackson Lewis and a variety of revisions were suggested. The BOLT carefully reviewed and discussed the revisions suggested by Jackson Lewis and Executive Director (ED) Willson. Mr. At Lee suggested wording to be added regarding leave payouts to resolve a question Willson posed to the BOLT, "at dismissal, the staff member will ordinarily be paid for accrued annual leave unless the BOLT determines otherwise." The Board also discussed various models of holiday pay for part-time staff and the military leave provision of FMLA. There was one outstanding question that ED Willson and Mr. At Lee had for Jackson Lewis that was answered over the weekend. That clarification of the MD Family Leave law and several additional MD leave policies will be added to the draft changes and will be sent to the BOLT for review and approval at the February BOLT meeting.

Unique Materials Recovery

ED Willson made a recommendation to discontinue use of Unique Management for collections services. The service would still be contracted to send overdue notices and lost material notices, but recovery services would no longer be used. ED Willson noted that while this was an operational decision, because it impacted the fiscal position of the library, she would like the BOLT to weigh in on the decision. Mr. At Lee requested that an annual analysis of impact be conducted to determine any fiscal effects of the change. Mr. Parran made a motion to approve the discontinuation of collection services from Unique Management, seconded by Ms. Grahame. Motion passed unanimously.

New Business

Election of Officers for 2023

Mr. Lewis, Mr. Crupi and Mr. At Lee are eligible for another year in their leadership positions and expressed willingness to continue in service. Ms. Grahame made a motion to approve the following slate of candidates for BOLT leadership: Mr. Lewis as President; Mr. Crupi as Vice President and Mr. At Lee as Secretary. Mr. Parran seconded the motion. The motion passed unanimously.

Hiring an additional grant-funded position for STEAM programming

ED Willson presented a request to hire an additional public services librarian position to assist with programming related to the SEED grant. This position will be a term position paid for by grant funding. Mr. Crupi motioned to approve the hiring of a SEED grant-funded public service librarian position. Mr. Alves seconded. Motion passed unanimously.

Staff Handbook –Telework Policy

The telework policy is in need of further review to cover off-site work at conferences and other non-residential work locations. The BOLT requested that ED Willson consult with colleagues for policy wording from other libraries instead of consulting with Jackson Lewis unless satisfactory templates were not available.

Staff Handbook—Dress Code

The Dress Code policy was reviewed by the library's EDI HR staff working group and a revised policy was drafted with clear and specific language. Mr. Parran motioned to approve updated Dress Code policy for the Staff Handbook. Mr. Alves seconded. Mr. At Lee recommended a friendly amendment to the policy to read "Acceptable attire *consistent with the overall purpose of this paragraph* including, but not limited to" before the first set of bullet points. Mr. Parran accepted the amendment and the Motion unanimously passed as amended.

Calvert Library Foundation – Naming and Recognition Policy

Calvert Library Foundation President Scott Deacon joined the meeting to discuss a new Naming and Recognition Policy for the Foundation. A final draft was sent to ED Willson over the past weekend but given that Monday was a holiday, it was not shared with the BOLT prior to the meeting but will be sent via email for approval. The draft policy did not include giving levels or method of recognition for the capital campaign for the new Twin Beaches Branch; both items need to be resolved by the Foundation Board and require BOLT approval.

Director's Report

Director's written report

ED Willson highlighted several items from her written report including staffing updates and training this Friday to prepare staff to begin answering phones in branch again on January 30. Willson also shared upcoming projects to replace the circulation desk at the Fairview branch and shared that work should begin soon for the aerial fiber to the new Twin Beaches. Further, she reported that the draft Annual Report has been delayed by the County having an extension on their annual audit, but should be available for review at the February BOLT meeting.

Twin Beaches Branch update

A BG&E switch box is needed at the new site—hoping for quick resolution of this issue.

FY23 Budget – Period 5 and 6 report

ED Willson shared the Period 5 and 6 budget reports. Fuel costs for Calvert Library Mobile Services will necessitate some adjustments in that budget line for this year and for FY24. Willson reported that there is a Capital Improvement Budget hearing scheduled for February 7th and a presentation to the Calvert County Board of Commissioners tentatively scheduled for February 14th.

Action Items	Responsible Party	Due Date
Holiday leave for non-Christians	Willson & At Lee	February 2023 pending further revision
Staff Leave policy review	Jackson & Lewis, At Lee	February 2023 pending further revision
Unique Materials Recovery	Willson	Completed
Fuel Budget update	Willson	February 2023

Reports

Friends of the Library

Ms. Grahame reported that Pub Quiz is happening on March 24 at the Fairgrounds. Food trucks will be on-site from 5-7 before the start of the Quiz at 7pm.

SMRLA

Mr. Crupi reported on several committees working to bring SMRLA bylaws in compliance with new statues and to prepare Board member job descriptions. Also working on a delivery study. Annual meeting and board retreat scheduled for March.

Foundation

ED Willson reported that the Foundation is working on the Capital Campaign for Twin Beaches and the Foundation Dinner for which ticket sales will begin shortly.

Next Meeting

February 21, 2023 via Zoom

Public Comment

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, specially to discuss staffing issues. Mr. Crupi seconded the motion. All seven Board members present voted to move to Exec Session with Executive Director Willson.

Meeting moved to Executive Session at 5:05pm pursuant to Section 3-305 of the State Government Article of the Annotated Code of Maryland.

The BOLT returned to public session at 5:12pm. No votes were taken during the Executive Session at which the Executive Director shared personnel information. President Lewis adjourned the meeting at 5:13pm.

Respectfully submitted,
Sandy Hunting
Recorder