

**Calvert Library
Board of Library Trustees
February 21, 2023 at 4:00 pm -- Online via Zoom
Minutes**

Present:

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

Absent:

Rachel Jones – excused
Ron Crupi

Call to Order

Meeting called to order at 4:01pm by President Lewis who welcomed any guests in attendance.

Approval of Minutes

Mr. At Lee requested that a clarification and an addition be added to the minutes of the January 17, 2023 BOLT meeting:

In the Approval of Minutes paragraph: “Accordingly, he reported that the second Executive Sessions completed business was ~~relayed~~ reported in ~~those~~ the minutes of the Executive Session and the actions of the Board were by unanimous consent.” (wording changed for clarity)

At the conclusion of the minutes, the following was added “*The BOLT returned to public session at 5:12pm. No votes were taken during the Executive Session during which the Executive Director shared personnel information. President Lewis adjourned the meeting at 5:13pm.*” (to properly document the return to the public meeting and its adjournment)

With these changes, Ms. Grahame moved that the minutes of the January 17 BOLT meeting be approved. Mr. Parran seconded. The motion passed unanimously.

President’s Report

Mr. Lewis reported that Ms. Grahame has agreed to stay on the SMRLA Board through their transition to a new governance model. He thanked her for her continued service.

Unfinished Business

Staff Handbook – Leave policies

The Board discussed the library’s existing policy to offer staff their regular wage for any days they are called to serve jury duty. Trustees expressed support for continuation of this policy. Mr. At Lee requested to replace the word “company” in the Maryland Military Leave to

“library.” With this change, Mr. At Lee moved to approve the revised Leave policies of the Staff Handbook with the revisions discussed at this and previous meetings. Mr. Alves seconded. The motion passed unanimously. ED Willson thanked the BOLT for their time and attention to these policies, especially for the revisions to Holiday leave for part-time staff.

New Business

FY22 Annual Report

The Board discussed whether the opening “From the Director” letter in the Annual Report should be signed by the Executive Director and President of the BOLT or by the ED alone. Support was expressed for the letter to be signed by the ED. Mr. At Lee expressed concern that the Annual Report was publically presented to the BOCC before it had been approved by the BOLT and requested that in subsequent reporting years, time be allowed on the calendar so that the BOLT may review and offer revisions to the Annual Report before its release. He also requested that there be a briefing at the next BOLT meeting concerning whether the library has the appropriate expenditure percentages for staff salary and benefits for the Expense reporting chart.

The current report will be modified to have the “From the Director” letter signed only by Carrie Willson, Executive Director. The title “Board of Trustees” will be changed to “Board of Library Trustees” for consistency. With these modifications, Mr. At Lee moved that the FY22 Annual Report be approved by the Board of Library Trustees. Mr. Alves seconded. The motion passed unanimously.

Director’s Report

Director’s written report

Noting to add to written report as submitted.

Director’s 2023 goal update

ED Willson reported that work is continuing in the library’s EDI working groups, though a little more slowly than she initially estimated. Reports and recommendations are being submitted by teams to the core group which offers feedback to the team, after final revision and review by the core team, they will be ready for BOLT review. A subset of the EDI Customer Expectations team is currently working on a weapon’s policy, but it can be difficult to draft a policy that is both effective and enforceable. Despite the challenges, Mr. At Lee expressed support for such a policy and suggested the verbiage, “No unlawful weapons will be permitted in the library,” and “No weapon may be displayed in the library,” be considered.

Twin Beaches Branch update

The next site meeting is scheduled for February 23, 2023. ED Willson will distribute a two week look-ahead at the conclusions of that meeting.

FY23 Budget – Period 7 report

ED Willson reported a discrepancy in the amount being charged to the library for gas, despite the fact that Fleet and the library’s mobile services supervisor have identical numbers. The matter is being investigated—more information to come which will shed light on whether the budget will need to be adjusted for FY24.

Mr. Parran asked for clarification on the MD Capital Grants. The last of the moneys from the 2022 grant will be spent, when that is expended, requests will be submitted against the 2023 grant. The 2024 grant is currently in the Governor’s budget, but is not yet approved. No capital requests will be made for 2025 or 2026.

Action Items from prior meetings	Responsible Party	Due Date
Calvert Library Foundation – Campaign proposal	Foundation Board	2/21 @ 7:00 meeting
FY 24 budget for fuel	Willson and Finance	Postpone to March 2023
Telework policy	Willson & Staff	March 2023

Reports

Friends of the Library- Ms. Grahame

Pub Quiz preparations are going well—everyone is encouraged to form a team and join in. A new Friends Board has been elected. The last meeting saw votes to approve expenditures to support children’s summer programs and a new cart for a branch.

SMRLA – Ms. Grahame

The last Board meeting consisted mostly of a presentation and recommendations on investing. ED Willson also noted that SMRLA is currently conducting a delivery study with an outside consultant.

Foundation – Ms. Willson

The Foundation Board meets this evening and will hopefully finalize the details of the current capital campaign concerning donor levels and recognition. Results will be shared with the BOLT for approval via email vote.

Announcements/Other

ED Willson reported that the library is a partner in this year’s Women of the World program on March 11 and will honor Martha Grahame for her years of service to the library. She further shared that longtime outgoing Friends of the Library Treasurer, Tamea Bowen has been honored by the Maryland Library Association as one of their Volunteers of the Year.

Mr. At Lee encouraged the group to attend and support Foundation Awards dinner on March 11 as it is much appreciated by Foundation Directors.

Next Meeting

March 21, 2023 at Calvert Library Prince Frederick

Public Comment

No public comment.

Executive Session

No Executive Session

Adjournment

Mr. Lewis adjourned the meeting at 4:50pm.

Respectfully submitted,
Sandy Hunting
Recorder