

Calvert Library
Board of Library Trustees Minutes
March 21, 2023 at 4:00 pm – Calvert Library Prince Frederick
Minutes

Present:

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

Call to Order

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

Approval of Minutes

President Lewis called for comments or questions regarding the Executive Session meeting minutes of January 17, 2023. There being none, Mr. Parran motioned to approve. Mr. Crupi seconded. Motion passed unanimously.

President Lewis called for comments or questions regarding the BOLT meeting minutes of February 21, 2023. There being none, Ms. Grahame motioned to approve. Mr. At Lee seconded. Motion passed unanimously.

President's Report

No report

Unfinished Business

No unfinished business

New Business

Telework policy revision

Executive Director Willson presented a revised Telework Policy that would be completed yearly. The document is designed to combine several pieces of past paperwork and to make clear the conditions under which worker's compensation would apply in the case of accident or injury. With a number of suggestions, ED Willson will further revise document and present again at the April meeting.

Customer Expectations Revision – Draft

ED Willson presented a new Customer Expectations document which was undertaken as a result of a recommendation from the Anti-racism audit. There was some question about the clarity of rules on food and drink in the library that ED Willson will revise. There may also be a statement

added regarding weapons in the library after more discussions with staff. ED Willson will revise and submit a new draft which The BOLT agreed could be voted on via email.

FY24 Staff Recommended Budget

ED Willson gave an overview of the county’s Staff Recommended Budget. President Lewis will make public comment at the Board of County Commissioner’s budget hearing this evening. The budget includes request for new staff for the Twin Beaches branch. The work session with Commissioners has not been scheduled by the county as yet.

Director’s Report

Director’s written report

CCPS has received their first official book challenge appeal which may result in a change of lending policy for schools—final decision has yet to be released publicly. Calvert Library has, as of yet, seen no official challenges.

Mr. At Lee inquired about the allocation of salary expenditures in the annual report between administration, research & instruction and customer service. After digging into the formula that she had used in past years, ED Willson shared that, going forward, branch management and the non-supervisory members of IT, would be included in the customer service category as they have direct contact with the public.

ED Willson reviewed the availability and quantity of hotspots and chromebooks for lending/borrowing. Additional chromebooks are being purchased for Southern. The library is also phasing out Kajeet hotspots which are on the Verizon network and which do not have unlimited data.

The Board looked at door count and circulation data. It was noted that circ did not include digital circulation which, because it comes from each vendor, is generally added at the end of the year.

Twin Beaches Branch update

ED Willson will attend a site meeting on Thursday, March 23. Next major portion of construction will be the installation of the roof which had to be rescheduled due to BGE utility work on the site.

FY23 Budget – Period 8 report

No questions about the budget report, though mention was made that the notes have been very helpful in reviewing this document.

Action Items from prior meetings	Responsible Party	Due Date
Calvert Library Foundation – Campaign proposal	Foundation Board	Foundation meeting on 3/21/23
FY 24 budget for fuel	Finance	unknown

Reports

Friends of the Library

Ms. Grahame reported that there are 28 teams registered for Pub Quiz on Friday, March 24.

SMRLA

Mr. Crupi reported that a corporation meeting was held with a presentation from the state librarian for a legislative update and a summary of the state library's goals for the year. A new recruitment package for board members is being developed and retirement plan investments are being reviewed.

Additionally, Mr. Crupi reported that the board held a very productive retreat with a DEI presentation and a thorough review of the budget.

Foundation

Ms. Willson reported that the Foundation Board was meeting this evening and would discuss donor recognition in the new Twin Beaches building. A report via email will be forthcoming.

Announcements/Other

Ms. Grahame wished to note the caring and personal service that library staff members give the public and thank them for their outstanding commitment.

Next Meeting – April 11, 2023 via Zoom

Public Comment

None

Adjournment

Meeting adjourned by President Lewis at 5:30pm

Respectfully submitted,
Sandy Hunting, Recorder