

**Calvert Library
Board of Library Trustees Minutes
May 16, 2023 at 4:00 pm – via Zoom**

Present:

Jeffrey Lewis, President
Ron Crupi, Vice President
Kip At Lee, Secretary
Wilson Parran
Martha Grahame
Rachel Jones
Carrie Willson, Executive Director
Sandy Hunting, Recorder
Scott Deacon, President, Calvert Library Foundation

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 BOLT meeting minutes of April 11, 2023. Ms. Grahame asked to clarify the number of representatives to the SMRLA Board—2 BOLT members and one citizen. With this clarification, Ms. Grahame motioned to approve. Mr. Parran seconded. Motion passed unanimously.

President’s Report

No report.

Unfinished Business

Foundation Capital Campaign

Scott Deacon, President, Calvert Library Foundation, reported that the capital campaign is progressing with approximately \$100,000 raised to date. He recognized Lisa Railey and Mayor Mark Frazer for their work on the campaign. He then presented the Calvert Library Foundation 2023-2024 Campaign Fundraising Plan to ask the BOLT to approve the Giving Levels for Recognition and Donor Recognition portions of the document. The document provides that donors will be recognized via a central glass plaque to be placed at a location in the new building to be determined by the staff/architect. The Foundation also requested that large donors (\$50,000 or more) could request further recognition for “buying a room.” Mr. At Lee moved that the document be approved with the understanding that specific requests for additional or alternate recognition of large donors be forwarded to the BOLT for approval. Mr. Crupi seconded. The motion passed unanimously.

New Business

End of Year Budget Adjustments

ED Willson reported that End of Year Budget Adjustments have not been determined due to the upgrade of the county’s finance software. If budget adjustments of over \$5,000 are required, she will send those via President Lewis for an email vote.

COVID Policy update – End of Public Health State of Emergency

Despite the end of the state of emergency, the CDC has not changed their recommendations for protocol when testing positive for COVID or being exposed; the library's practices will not change at this time.

2023 Staff Day – October 27

ED Willson requested a closure of all Calvert Library branches for a staff training day on Friday, October 27th. Mr. Parran moved to grant the request. Mr. Alves seconded. The motion passed unanimously.

Allocating Per Capita increase FY24

The library will make a mid-year request for new staff positions for the Twin Beaches Branch in September 2023.

The FY24 per capita budget increase from the State of Maryland needs to be assigned to a budget line item. Mr. Parran suggested assigning to the Contract Services budget line to allow for flexibility for new and existing initiatives next fiscal year. Mr. Parran moved that the FY24 per capita increase be added to the Contract Services budget line item. Mr. Alves seconded. The motion passed unanimously.

Comp time – Staff Handbook – new policy

ED Willson noted that this was actually a revision rather than a new policy. Per suggestion from Mr. At Lee, she will bring a more clearly worded version of the policy to the June meeting. Current practice may continue as it falls within the current staff handbook language.

Director's Report

Director's written report

Melissa Eckloff, has accepted the full-time SEED grant position and started onboarding May 15. She will focus on the summer camps and fall and spring sessions for CCPS students and eventually work to expand programming to the public.

Brenna Prestidge, a PT librarian at Southern Branch, has resigned to move from the area. Her position has been filled by recently hired sub Morgan Verdin-Fitrell.

Calvert Library sent a large contingent of staff to the MLA Conference May 10th-12th including several presenters.

Twin Beaches Branch update

Progressing nicely-- roof is on and is gorgeous. Exterior walls on the second and third floors have been framed and interior framing is nearly complete. The next construction meeting is Thursday, May 18.

Dunkirk Master Plan Revisions

ED Willson shared the current draft of the Dunkirk Master Plan with regards to the library. There were no additional revisions. Any decisions as to the site of the Fairview Library will be at the discretion of the BOLT with Commissioner approval.

How the library catalogs and classifies materials

Earlier this afternoon, ED Willson met with two community members who had expressed concern regarding how library materials are cataloged and shelved during the public comment section of the BOCC's May 2 meeting. With assistance from PR Coordinator Robyn Truslow and Adult Resources Coordinator, Colleen Cano, ED Willson shared a wealth of information about cataloging with the concerned citizens.

Director's Goals update

Mr. At Lee requested that ED Willson resubmit her Director's Goals update to meet the standards that were discussed at the end of last year. He requested that his disappointment in the current submittal be documented in the minutes and requested that a resubmittal include more detail including specific plans to meet goals. Mr. Parran inquired whether ED Willson required clarification on what the BOLT was expecting to which she replied in the affirmative. ED Willson will review the discussions and comments made at the end of last year and request clarification from the BOLT where necessary.

FY23 Budget – Period 10 report

ED Willson reported that the FY 23 Budget Period 10 report is not available as she is awaiting additional training from County Finance on WorkDay. She will forward as soon as available.

Action Items from prior meetings	Responsible Party	Due Date
Calvert Library Foundation – Campaign proposal	Foundation Board	Approved 5/16/2023
FY 24 budget for fuel	Finance	Completed
Director's goals update	ED Willson	June 2023

Reports

Friends of the Library

Ms. Grahame reported that the Friends approved \$2,500 for summer reading prizes, the purchase of a new toaster oven for Prince Frederick, a cabinet for a food pantry at Southern and funds for plants and dirt for garden boxes at Prince Frederick.

ED Willson reported that the Director's & Operator's insurance carried by the library does not cover the boards of the Friends or Foundation. Each board will apply for their own insurance. She has talked with the Friends Exec Board about this and will discuss with the Foundation President tonight before their meeting.

SMRLA

Ms. Grahame reported that the SMRLA Board will meet in person in May to review the investment retirement fund.

Foundation

Nothing further to report.

Next Meeting

June 20, 2023 via Zoom

Public Comment

No public Comment

Executive Session

Ms. Grahame made a motion to move to Executive Session for the reason stated in the minutes at 5:15pm. Ms. Jones seconded the motion. Motion passed unanimously.

Executive Session – Closed to the public pursuant to Section 3-305 of the State Government Article of the Annotated Code of Maryland
-Three 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.

BOLT members in attendance at the regular meeting plus the Executive Director participated in the Executive Session. The matters provided for in the public announcement and a discussion regarding the open meeting comments regarding the Director's goals, were discussed. The BOLT voted unanimously to make one personnel grade change. The BOLT also voted to follow the guidance of Jackson Lewis attorney regarding a personnel matter.

The BOLT returned to the public meeting at 5:38 following the Executive Session.

Adjournment

President Lewis adjourned the meeting at 5:39pm.

Respectfully Submitted:

Sandy Hunting and Carrie Willson