

**Calvert Library Board of Library Trustees**  
**Minutes April 15, 2025**  
**5:30 pm – via Zoom**

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

**Call to Order & Welcome of Guests**

President Lewis called the meeting to order at 5:30pm and welcomed Twin Beaches Children's Librarian Stacy Allen who was attending as part of her Library Associate Training Institute (LATI) coursework.

**Approval of Minutes**

Mr. Alves moved to approve the minutes of the March 18, 2025 Regular Meeting as presented. Mr. Parran seconded. The motion passed unanimously. Mr. Alves moved to approve the minutes of the March 18, 2025 Executive Session as presented. Ms. Liberatore seconded. The motion passed unanimously.

**President's Report**

President Lewis reported on an email vote approving a Budget Adjustment to move \$13,900 from Contracted Services to Audio Visual Materials.

**Unfinished Business**

FY26 Budget submissions

ED Willson reported that more cuts were necessary for the county to achieve a balanced budget. Working with Jennifer Moreland, ED Willson was able to move computer hardware to the CIP budget thereby reallocating those funds to other areas of the library's budget where Finance had suggested cuts. There is no contingency should unforeseen expenses arise. It will be a difficult budget year, but overall, she believes this is a budget that we can live with. Mr. Parran motioned to approve the modified budget as presented. Mr. Crupi seconded. The motion passed unanimously.

Additionally, ED Willson reported on an emergency purchase order request to replace the hardware and software of the HVAC system in the Prince Frederick Library. She is suggesting that the funds for this emergency purchase come out of the CIP lighting improvement funds, pending approval of the County Administrator. Mr. At Lee moved that, with the concurrence of the appropriate county authorities, up to \$40,000 be reallocated from the CIP funds to cover the

cost of emergency replacement work for the HVAC system in Prince Frederick. Mr. Crupi seconded. The motion passed unanimously.

### **New Business**

Material Selection Policy update

ED Willson presented revisions to the Materials Selection Policy necessary to assure full compliance with the Maryland Freedom to Read Act which passed in 2024. Mr. At Lee moved to approve the policy as presented. Mr. Parran seconded. The motion passed unanimously.

Twin Beaches - close early on July 3

ED Willson requested that the Twin Beaches Library close at 5pm on July 3<sup>rd</sup> due to the town fireworks display that evening. Mr. Crupi motioned to approve. Ms. Liberatore seconded. The motion passed unanimously.

The Foundation is planning on using this year to make sure the fireworks are visible and that it would lend itself to a future fundraiser or donor appreciation event.

### **Director's Report**

Director's written report

ED Willson reported that she received a reimbursement approval from the state library for MD State Library Association Conference expenditures. Only staff development monies are being approved at this time. To be determined whether strategic planning monies may also be recouped. She further reported that work on the strategic plan is progressing nicely. Dates for two work sessions for the BOLT and staff will be forthcoming.

FY25 Budget – P9 report

No questions about the FY25 Budget P9 report.

Action Items	Responsible Party	Due Date
County Reconciliation of Salary Account	County Finance	unknown

### **Reports**

Friends of the Library

ED Willson reported that Pub Quiz went very well as did the 65th Book Release party sponsored by the Friends. Much praise was shared for the book authored by librarian, Molly Weeks Crumbley. Librarian Robyn Truslow is to be commended, in particular, for the suggestion to encourage customers to continue to add to the history of the library via a QR code. Mr. At Lee added that the opening of Sensory Street at the Prince Frederick Library with its accompanying Adaptive storytime was an excellent event.

SMRLA

Mr. Crupi reported that the SMRLA board had their annual meeting with a presentation from State Librarian Morgan Miller and their board retreat where they reviewed the annual report for FY24 and worked on the new strategic plan.

Foundation

ED Willson reported that Foundation President Scott Deacon and staff member Robyn Truslow met with staff from the Anne Arundel County Public Library Foundation to discuss donor relations and fundraising and to see what ideas could be adopted for the Calvert Library Foundation.

**Announcements/Other**

April 23 – Volunteer Appreciation – Twin Beaches Branch beginning at 5:00pm

April 29 – Waterways book launch 6:30 at Calvert Library Prince Frederick

**Next Meeting**

May 20, 2025 via Zoom

**Public Comment**

None

**Adjournment**

President Lewis adjourned the meeting at 6:09pm.