

Calvert Library Board of Library Trustees
Minutes August 19, 2025
5:30 pm – via Zoom

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

Call to Order & Welcome of Guests

President Lewis called the meeting to order at 5:32pm.

Approval of Minutes

Mr. Crupi moved to approve the minutes of the June 17, 2025 Regular Meeting. Mr. Parran seconded. The motion passed unanimously. Mr. Alves moved to approve the minutes of the June 17, 2025 Exec Session. Mr. Parran seconded. The motion passed unanimously.

President's Report

President Lewis expressed appreciation to the Board members for their support following the violent critical incident at the Southern Branch on August 5.

He also reported that he attended the All Staff Meeting at Prince Frederick on Friday, August 15 to share information about the role of the BOLT, particularly in regards to policy and budget decisions. Staff members were thankful for the information and for his time.

Unfinished Business

The Bulletin Board and Pamphlet Table Policy final draft was presented. Mr. At Lee moved to adopt the policy as presented. Mr. Parran seconded. The motion passed unanimously.

New Business

Staff Handbook – Tuition Reimbursement Policy – revision

ED Willson presented a revision to the Staff Handbook – Tuition Reimbursement Policy which would lower the acceptable grade for reimbursement for classes from a B to a C. This revision would bring Calvert Library policy in line with SMRLA's tuition reimbursement standards. Since the funding for tuition reimbursement comes from the Regional, it does not make sense to have a higher standard than they do. Mr. Alves moved to adopt the revision. Mr. Parran seconded. The motion passed unanimously.

2026 Holiday Schedule

ED Willson presented the 2026 Holiday schedule. July 4th falls on a Saturday in 2026. State and local governments are observing the Independence Day holiday by closing on July 3 and 4. The proposed schedule has the library closed on July 3rd and July 4th—staff would receive holiday

pay for only one of the two days depending on their assigned work schedule. Mr. Crupi motioned to accept the holiday schedule as presented. Mr. Alves seconded. The motion passed unanimously.

Director's Report

Director's written report

ED Willson shared pictures of the SEED grant and CLMS summer activities. Mr. At Lee expressed appreciation to both SEED grant and outreach staff for their good work this summer. ED Willson described some of the issues that are being discussed around the shopping center that houses the Southern branch. The branch had a partnership with the Mission on Solomons Island and had been distributing two meal bags each day in an attempt to reach individuals in need outside Mission hours. This program has been discontinued in an effort to remove any issues that may be clouding discussions of community need in the south county area. The issues are complex touching on transportation, unhoused community members, community organizations, businesses and the library. Mr. At Lee expressed concern that the library could be used as a foil by citizens who are unwilling to discuss real options for addressing homelessness and other complex community issues. The BOLT agreed that library decisions must continue to take into account the services that are provided to all community members. The Twin Beaches branch has a community exchange space for food and other necessities. ED Willson will discuss with staff to ensure that it is not inconsistent with other core library services.

FY25 Budget – P12 report

ED Willson shared the preliminary report of FY25 expenditures. Clarity regarding budget, particularly as it relates to benefits charges for the employer share, will continue to be sought from the County Finance & Budget department.

FY26 Budget – P1 report

ED Willson presented an expenditure report for period 1 of FY26. The report has been re-ordered based on the organization of the ledger and spend categories in Workday. She will be attending a training with county department heads this week to be introduced to Adaptive, an overlay software for Workday that will make budget entry, reporting and forecasting easier.

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

Reports

Friends of the Library and Foundation

ED Willson reported that the Friends of the Library and Calvert Library Foundation are on summer hiatus. Both organizations, as well as the town of North Beach, the Chesapeake Beach Green Team and the Chesapeake Bay Oyster Cultivation Society, are providing additional financial support for a tile mural for Twin Beaches Branch. The bulk of the project is being accomplished with a Public Art Across Maryland grant which the Friends obtained. Installation is projected for October with a celebratory reception.

SMRLA

Mr. Crupi reported that the SMRLA Board met last week and approved the new strategic plan. The Board is also implementing an AI Policy and discussed changes in investments managed by SMRLA. He will share the AI Policy upon its completion.

Announcements/Other

The Longest Table event is September 16 from 5-7:00 in the courthouse corridor in Prince Frederick <https://calvertlibrary.info/calvert-library-longest-table/#TICKETSSPONSORSHIPS>. President Lewis encouraged all BOLT members to attend this worthwhile program.

Next Meeting

September 16, 2025 the Board will hold a retreat in the Waterfront Lounge at the Calvert Marine Museum from 1:00 to 4:00pm.

There will not be a regular Board meeting in September so that BOLT members can attend the Longest Table event.

Next regular meeting: October 21, 2025 via Zoom

Public Comment

None

Adjournment

President Lewis adjourned the meeting at 6:15pm.