

Calvert Library Board of Library Trustees

Minutes January 20, 2026

In Attendance – 5:30pm via Zoom

Jeffrey Lewis, President

Rachel Jones, VP

Kip At Lee, Secretary

Doug Alves

Renee Liberatore

Ron Crupi

Carrie Willson, Executive Director

Sandy Hunting, Recorder

Call to Order & Welcome of Guests

At 5:34pm, President Lewis called the meeting to order. There were no guests in attendance.

Approval of Minutes

Ms. Liberatore motioned to approve the minutes of the November 18, 2025 Regular Meeting. Mr. Alves seconded. The motion passed unanimously. The minutes of the November 18, 2025 Executive Session will be reviewed and voted upon at the February meeting.

President's Report

President Lewis reported that the recommendation to fill the BOLT vacancy will be voted on by the Board of County Commissioners at their January 27 meeting.

He also noted for the minutes that the Executive Director's evaluation had been completed including Board approval of her goals for 2026.

Unfinished Business

ED Willson reviewed the information distributed prior to the meeting regarding the recommendations resulting from the county's reconciliation of the library's salary bank account. She will add three action items to her Director's report from the recommendations: a. follow up on the update to the Library-County Operating Agreement (also an annual goal); b. ensure that the county has an understanding of the costs borne by the library including workers comp, unemployment and retirement costs; and c. set a meeting between appropriate accounting and budget staff, Community Resources and Benefits to discuss the process changes for FY26 and beyond.

New Business

Social Media Policy update

ED Willson presented a revised version of the Social Media Policy for review. Mr. At Lee motioned to approve. Mr. Alves seconded. After discussion, Mr. At Lee offered a friendly amendment to the policy to allow for appeal to the BOLT. The last sentence in the Enforcement of Policy to read, "If the user considers the response from the Executive Director to be unsatisfactory, the decision can be further appealed in writing to the Board of Library Trustees within fifteen (15) calendar days for a final decision." Mr. Alves was amenable to the amendment as presented. The motion passed unanimously.

Election of Officers

A slate of officers for the 2026 Board of Library Trustees was proposed to include Jeffrey Lewis as President; Ron Crupi as Vice President and Kip At Lee as Secretary. Mr. Crupi moved to accept the slate of officers as presented. Ms. Jones seconded. The motion passed unanimously.

Capital Project Budget Adjustment

ED Willson presented a budget adjustment request that she would like to put before the Board of County Commissioners. Remaining funds from the Prince Frederick lighting project in the amount of \$400,000 will be returned to the county and a request of \$142,920 will be made to install tint on the south, east and west windows of the Twin Beaches. The tint will aid in regulating the temperature in the building, particularly on the building's south side and will protect the staff, materials and furniture from damaging UV rays. The BOLT requested that ED

Willson make inquiries to the county about fund recovery options from the construction phase of the Twin Beaches project. Mr. Crupi motioned to approve the planned budget request. Mr. At Lee seconded. The motion passed unanimously.

Director's Report

Director's Written Report

ED Willson shared that the kick-off meeting for the new Facilities Master Plan was held with HBM Architects today. They will be touring the facilities in February then meeting with the BOLT, staff and other stakeholders. She further shared that two full time positions have been filled at the Prince Frederick branch. In addition, early bird registration for the MLA conference in Cambridge is now open. She will share the information with the BOLT for anyone that might be interested in attending.

FY26 Budget – P6 report

No questions about current report.

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

Reports

Friends of the Library

ED Willson reported that the Friends annual meeting will be on February 3rd at 5pm followed by a screening of the PBS documentary, *The Librarians* at 5:30pm. She will forward an invitation to the event.

SMRLA – (Southern Maryland Regional Library Association)

Mr. Crupi reported that the next SMRLA board meeting is scheduled for February and that there will be a tri-county board retreat on April 16th.

Foundation

Ms. Willson reported that the Foundation has moved their meetings to the fourth Wednesday of the month, the next being January 28th. The Foundation will be funding the new wrap for the Bookmobile.

Announcements/Other

Library Legislative Day – February 10 in Annapolis

Southern MD Regional Library Association is holding a tri-county Board retreat on April 16 beginning at 3:00 at Charlotte Hall Library

Next Meeting

February 17, 2026 at 5:30pm at Calvert Library Twin Beaches Branch

Public Comment

None

Executive Session

At 6:17 pm, Mr. At Lee moved that the BOLT adjourn to Executive Session for the purpose consistent with the public notice stated in the agenda. Mr. Crupi seconded. Mr. At Lee, Mr. Crupi, Mr. Alves, Ms. Jones, Mr. Lewis and Ms. Liberatore voted to adjourn to Executive Session.

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

-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.

The BOLT discussed several personnel matters during Exec Session and took two votes to approve staff members' requests for unpaid leave.

The BOLT returned to the public meeting at 6:31 p.m. following the Executive Session.

Adjournment

President Lewis adjourned the Board meeting at 6:32 p.m.