

**Calvert Library Board of Library Trustees**  
**Minutes June 17, 2025**  
**5:30 pm – via Zoom**

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

**Call to Order & Welcome of Guests**

President Lewis called the meeting to order at 5:31pm and welcomed guests from Due East Partners, Adrianna Weissburg and Sarah Ramsey as well as Jennifer Moreland, Director of Community Resources for Calvert County Government.

**Approval of Minutes**

Mr. At Lee moved to approve the minutes of the May 20, 2025 Regular Meeting as presented. Mr. Alves seconded. The motion passed unanimously.

**President's Report**

Reminder--no July meeting.

**Unfinished Business**

None

**New Business**

Calvert Library – Strategic Roadmap

Adrianna Weissburg from Due East Partners reviewed the planning process for the new strategic plan including establishing the planning committee, visioning sessions and field testing. She then presented the draft Strategic Roadmap for the BOLT's consideration. Mr. At Lee suggested changes to the language in the Cultivate Curious Minds priority to remove redundancy. He also suggested trading an image of two adult woman for a picture that included an adult male so that more community members might see themselves represented and welcome at the library. Mr. At Lee moved to approve the Strategic Roadmap with the above changes. Mr. Parran seconded. The motion passed unanimously.

Bulletin Board and Pamphlet Table Policy – update

ED Willson presented a revised Bulletin Board and Pamphlet Table Policy for review. Mr. At Lee suggested a number of edits for clarity and flow. The document will be reformatted with all changes and presented at the August BOLT meeting for approval.

## FY26 Step and COLA

As a prelude to the step and COLA discussion, ED Willson and Community Resources Director Moreland discussed with the BOLT the County's budgeting process for FY26 and plans for updating the County-Library Operating Agreement. Following that discussion, Mr. At Lee moved that the BOLT adopt the Board of County Commissioners COLA and grant a step increase to all full-time, part-time and substitute library staff. Ms. Liberatore seconded. The motion passed unanimously.

## **Director's Report**

### Director's written report

ED Willson invited Director Moreland to share an update on discussions she had this week that resulted in a request for ED Willson to present the library's Facilities Master Plan to the BOCC in public session with an eye to the CIP planning cycle for a new Southern Branch. Moreland also shared that the library is eligible to apply for a Community Reinvestment and Repair Fund grant which could be used for feasibility and planning for the new branch.

### FY25 Budget – P11 report

No questions concerning the financials.

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

## **Reports**

### Friends of the Library

ED Willson reported that the Friends met last week and will not meet again until fall. Members are working to submit a grant that would support a speaker series in the fall related to the American Revolution.

### SMRLA

ED Willson reported that the SMRLA strategic plan is progressing well.

### Foundation

ED Willson reported that the Foundation will meet next week, the meeting to be covered by Melissa Gray.

## **Announcements/Other**

None

## **Next Meeting**

August 19, 2025 via Zoom

## **Public Comment**

None

### **Executive Session**

At 6:53pm, Mr. At Lee moved that the BOLT adjourn to Executive Session for the purposes stated in the agenda. Ms. Liberatore seconded. All board members present voted in favor of the motion.

**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 Board discussed two personnel matters.

No votes were taken.

The BOLT returned to the public meeting at 7:12 p.m. following the Executive Session.

### **Adjournment**

President Lewis adjourned the meeting at 7:13 p.m.