

Calvert Library Board of Library Trustees
Minutes March 18, 2025
5:30 pm – Calvert Library Twin Beaches Branch

Jeffrey Lewis, President
Ron Crupi
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 5:35pm.

Approval of Minutes

Mr. Parran moved to approve the minutes of the February 18, 2025 Regular Meeting. Mr. Alves seconded. The motion passed unanimously.

President's Report

None

Unfinished Business

Update on County reconciliation of salary account

ED Willson reported that County Finance is nearly finished with the cash account (the bank account that we use to pay staff salary and benefits from) and are satisfied that all is in order. They are still working on what benefit costs should have been billed to the library for 2019-2024.

Record Retention Policy

Mr. At Lee suggested one revision to the Record Retention Policy via email prior to the meeting. Namely that the last line read, "by the authority that issued it originally or a superior authority." Mr. Crupi motioned to approve the policy as revised. Ms. Liberatore seconded. The motion passed unanimously.

New Business

FY26 Staff Recommended Operating Budget

ED Willson reported that the published Staff Recommended Budget for the library reflected the level service version of the Zero Based Budget that she submitted. No increases or staff requests were recommended. The county is now requesting, by noon tomorrow, a revision to the FY26 requested level service budget which takes into account the FY24 actual spend. Once submitted, ED Willson will share via email with the BOLT. She does not expect it to be significantly different since she was very conservative in creating the level service budget the first time around. The public hearing for the Commissioner's Budget is April 29th at 7:00 in the Commissioner's Hearing Room.

Benefit credit – discontinuation

One of the perks that benefit-eligible county and library staff have enjoyed is a “benefit credit” in each paycheck of \$32.70. This money was given as an offset to the employee share of healthcare. Word came from the County Administrator last week that this benefit would be discontinued next fiscal year. ED Willson recommends cutting this from the library’s budget, as well, as it will no longer be funded. Mr. Parran motioned to discontinue the benefit credit for library staff. Mr. Alves seconded. The motion passed unanimously.

Year-end Budget Adjustments

ED Willson reported that staff are working to spend down accounts before the April 4th deadline for purchase orders. There may be year-end budget adjustments needed before the end of the fiscal year; these will be sent as an email vote.

Director’s Report

Director’s written report

Ms. Hunting offered an update on a very successful Oyster Day at the Twin Beaches branch on Saturday—a kickoff of the Public Art Across Maryland funded tile mosaic mural that will be installed in the fall.

ED Willson reported that references are being checked for the new children’s lead at the Fairview branch and that repairs continue on doors and other projects at Twin—County Buildings & Grounds and the Capital Projects Supervisor are helping to get problems addressed.

Skyline has been working on the lines to bring fiber broadband to Twin and will continue next week.

Friday, March 21 from 9-11 in Prince Frederick will be the next visioning session for the strategic plan with Due East. ED Willson also offered a legislative update on a number of bills under consideration in Annapolis.

FY25 Budget – P8 report

ED Willson highlighted that budget line items in furniture, technology and contract services are being spent down to round out the fiscal year. The last of the conference and training funds are being used to send staff to MLA and a small delegation to ALA in Philadelphia. She further reported that though IMLS has been greatly diminished by Presidential Executive Order, the congressional mandate to fund LSTA is still in place at this time. It is not known the full effect of the recent government actions on library funding at the state level.

Action Items	Responsible Party	Due Date
Budget Adjustment	ED Willson	As needed by fiscal year-end
Revised budget submission	ED Willson	March 20, 2025 to BOLT

Reports

Friends of the Library

Ms. Willson highlighted two upcoming Friends events—Pub Quiz on April 11th and the April 29th book launch for the Waterways project. The Friends are also working on ways to build rewards into their membership model.

SMRLA

Mr. Crupi announced the SMLRA corporate meeting on April 8th to which everyone is invited at 10:00am following which the SMRLA Board will hold a board retreat.

Foundation

ED Willson reported that the Foundation will meet next week and that they are managing a nice nest egg of money from the capital campaign. They are beginning to look forward to organizing a capital campaign for a new Southern Branch.

Announcements/Other

March 25 – Calvert Library 65th Anniversary book launch

Next Meeting

April 15, 2025 via Zoom

Public Comment

None

Executive Session

At 6:15 p.m., Mr. Alves moved that the BOLT adjourn to Executive Session for the purposes stated in the agenda. Mr. Crupi seconded. The 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

-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 the Director's first quarter goal report for 2025. No votes were taken.

The BOLT returned to the public meeting at 6:26 p.m. following the Executive Session.

Adjournment

President Lewis adjourned the meeting at 6:27 p.m.