

**Calvert Library Board of Library Trustees**  
**Minutes February 18, 2025**  
**5:30 pm – via Zoom**

Jeffrey Lewis, President  
Kip At Lee, Secretary  
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 5:31pm.

**Approval of Minutes**

Mr. Alves moved to approve the minutes of the January 21, 2025, Regular Meeting. Ms. Liberatore seconded. The motion passed unanimously. Mr. Alves moved to approve the minutes of the January 21, 2025, Executive Session. Mr. Parran seconded. The motion passed unanimously.

**President's Report**

President Lewis reported that he will be attending the Southern Maryland Legislative Reception in Annapolis on Thursday with staff.

**Unfinished Business**

Update on County reconciliation of salary account

ED Willson shared an update on the work of the county finance office regarding their reconciliation of the Shore Bank account which the library uses for salary and benefits. The bank account and all AP/AR are being reconciled back to January 2019. This was an overs, which continues. A full report will be shared on completion.

**Record Retention Policy**

Jackson Lewis has completed their review of the Record Retention Policy and made a number of suggestions for changes and updates which were shared with the BOLT. The full document will be presented for approval at the March BOLT meeting.

**FY26 Draft Operating Budget**

ED Willson reviewed the zero-based Draft Operating Budget for FY26 that has been submitted to the County. Discussion was had about the impact of decreases to certain spend categories on library services. ED Willson also noted the request for an Assistant Director and an HR Specialist as well as additional money in the Enhanced Budget for digital materials. Mr. At Lee moved to approve the budget as submitted. Mr. Crupi seconded. The motion passed unanimously.

**New Business**

## Staff Handbook – update to leave accrual

ED Willson presented an update to the leave accrual wording in the staff handbook to bring 25 hour, part-time staff accrual of annual leave and roll over of annual leave in line with other classifications. Mr. Alves moved to approve the staff handbook update as presented. Mr. Crupi seconded. The motion passed unanimously.

## **Director's Report**

### Director's written report

ED Willson asked Mr. At Lee and Mr. Crupi to speak to their experience on Maryland Library Legislative Day in Annapolis on February 11. Both felt that the library was well regarded and all the legislators had an appreciation for what the library brings to the community. There was concern about the ongoing state budget crunch, but, in all, it was a very positive day.

ED Willson highlighted a change order being processed for the Broadband grant due to an increase in subcontractor fees. She also reported that funding is in hand for the SEED grant through the fall, but the last year of funding is uncertain as it is a grant from the Department of Education. In addition, ED Willson highlighted a number of library events in the coming months.

### FY25 Budget – P7 report

ED Willson presented the budget expenditure report. The library is ahead on spending in office supplies and behind in other budget categories like advertising/marketing. Staff will begin to look toward spending down budget line items before the end of the fiscal year.

Action Items	Responsible Party	Due Date
Record Retention Policy	Jackson Lewis	March 18
Draft FY26 Budget	ED Willson	Completed at Feb meeting

## **Reports**

### Friends of the Library

ED Willson reported on the Friends annual meeting last week—they are in excellent financial shape and are taking an active role in several upcoming library events including the February 25<sup>th</sup> world premiere of the PBS film “Free for All” and the March 25 Book Launch Party for the Library’s 65<sup>th</sup> Anniversary. Also, next Pub Quiz is April 11<sup>th</sup>.

### SMRLA

Mr. Crupi reported that SMRLA has begun work on their new 5-year strategic plan. The SMRLA Board will meet soon to work on the upcoming corporate meeting and board retreat.

### Foundation

Mr. Deacon, President, Calvert Library Foundation presented information on the Foundation’s Capital Campaign along with news that the FY23 audit has been successfully completed. He further stated that the Foundation Board is working to bring new members into the organization and asked the BOLT for assistance recruiting.

**Announcements/Other**

February 25 – Friends host showing of “Free for All” and discussion

February 27 – Michelle Coles author of “Black is the Ink”

March 25 – Calvert Library 65<sup>th</sup> Anniversary book launch

**Next Meeting**

March 18, 2025, at Calvert Library Twin Beaches Branch with hybrid option

**Public Comment**

None

**Adjournment**

President Lewis adjourned the meeting at 6:24pm.