

**Calvert Library Board of Library Trustees**  
**Minutes November 18, 2025**  
**5:30 pm at Calvert Library Prince Frederick**

Jeffrey Lewis, President  
Kip At Lee, Secretary  
Doug Alves  
Ron Crupi – via Zoom  
Rachel Jones – via Zoom  
Renee Liberatore  
Wilson Parran – via Zoom  
Carrie Willson, Executive Director

**Call to Order & Welcome of Guests**

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

**Approval of Minutes**

President Lewis presented the October 21 Regular Meeting minutes for approval. Mr. At Lee noted that there were three grammatical corrections needed and moved to approve the minutes as amended. Mr. Parran seconded. The motion passed unanimously.

**President's Report**

None

**Unfinished Business**

The library's draft Annual Report for FY25 was presented for BOLT approval. The report is shared with the MD State Library Agency and is posted to the library web site. Mr. At Lee moved to approve pending clerical corrections from the proofers. Mr. Crupi seconded. The motion passed unanimously.

**New Business**

None.

**Director's Report**

ED Willson thanked board members for their positive words for staff regarding their quick and competent handling of the items that were returned with bed bugs on November 14, 2025. General Services – Buildings & Grounds and Mosquito Control did an excellent job responding and assisting with treatment of the library.

Director's written report

The Commissioners held their first meeting in the new County office building today. It began with an invocation from Pastor, and former County Commissioner, Wilson Parran. Former commissioners and County Administrators were invited to attend and had a chance to say a few words.

In addition to her written report, ED Willson highlighted that a new Director of Finance and Budget will start on December 15. County Attorney John Norris starts a new position as head of Public Works and Transportation for St. Mary's County on December 19.

The Regional Library will hold a tri-county Board retreat on April 16, 2026 beginning at 3:00 pm.

We are soliciting sponsors for Kwame Alexander's appearance. Sponsors will have the opportunity to spend time with Mr. Alexander in the green room before his talk.

A letter regarding the county's reconciliation of the salary account was sent to me this afternoon and has been emailed to the Board of Library Trustees. It covers the salary account and benefits payments since the library started using a 3<sup>rd</sup> party vendor for payroll in January 2019. The difference in funds budgeted to salary and benefits vs expenses paid was negligible (under \$17,000) and the County considers that a wash. A list of recommendations from the outside CPA who conducted the reconciliation is included in the letter and ED Willson will spend time reviewing those with County Finance and Budget and will brief the BOLT at the January 2026 Board meeting.

#### FY26 Budget – P4 expenditure report

No questions about current report. ED Willson explained what the Postage and Meter account was used for (stamps and occasional shipping costs reimbursed to staff via petty cash) and that expenditures are only posted to the budget when petty cash reimbursements are submitted to the County.

Action Items	Responsible Party	Due Date
Review recommendations from County Reconciliation of Salary Account with BOLT	ED Willson	January 2026

#### Reports

##### Friends of the Library

A new shipment of monogram letters made from Reader's Digest Books is for sale in the Friends gift shop in Prince Frederick. Dates have been secured for 2026 Pub Quiz evenings: mark your calendar for March 27 and November 13, 2026. They have over 1,000 followers on Facebook.

##### SMRLA – (Southern Maryland Regional Library Association)

Mr. Crupi had no report other than the tri-county board retreat date. The SMRLA board did not meet this past month. Mr. Lewis encouraged board members to prioritize attendance at the tri-county retreat. He shared that he found it very valuable in the past.

## Foundation

ED Willson reported that the Foundation is looking into a murder mystery fundraiser that would involve hosting an author as an afternoon program and having a murder mystery dinner in the evening. More to come as their plans progress.

## Announcements/Other

Mr. Parran's term on the BOLT expires 12/31/25. He is not seeking a second term. The upcoming vacancy is being advertised by the Library and the County. So far there are seven applicants. Interviews will be held the afternoon of December 16, 2025 (beginning at noon) in-person at Prince Frederick.

The Board discussed what to do if more applications were received than available interview times and agreed that they may need to evaluate and rank applicants instead of interviewing everyone.

## Next Meeting

January 20, 2026 via Zoom at 5:30pm.

## Public Comment

None

## Executive Session

At 5:54 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. Alves seconded. Mr. At Lee, Mr. Crupi, Mr. Alves, Ms. Jones, Mr. Lewis, Mr. Parran 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 got updates on two personnel matters from the Executive Director before she excused herself. The Board then discussed the annual evaluation of the Executive Director. No votes were taken.

The BOLT returned to the public meeting at 7:06 p.m.

## **Adjournment**

President Lewis adjourned the Board meeting at 7:07 p.m.