

# Calvert Library Board of Library Trustees Minutes October 21, 2025

## In Attendance – 5:30pm via Zoom

---

Jeffrey Lewis, President

Kip At Lee, Secretary

Wilson Parran

Doug Alves

Renee Liberatore

Ron Crupi

Carrie Willson, Executive Director

Sandy Hunting, Recorder

## Call to Order & Welcome of Guests

---

At 5:32pm, President Lewis called the meeting to order and welcomed several staff members in attendance.

## Approval of Minutes

---

President Lewis presented the August 19 Regular Meeting minutes for approval. Mr. At Lee suggested a modification of the minutes regarding the Director's report to more accurately reflect the Board's conversation. Mr. At Lee moved to approve the minutes as amended. Mr. Crupi seconded. The motion passed unanimously.

## President's Report

---

None

## Unfinished Business

---

None

## New Business

---

### Revisions to Trustee Handbook – Nomination of Trustees & Supervision of Exec Director

ED Willson presented a revision to the Trustee Manual that reflects the county process regarding vacancies on boards. She also highlighted areas of the Supervision of the Exec Director document that were not in accord with current practice. Mr. At Lee moved to table approval of the proposed revision and discussion of the ED's questions and that the BOLT resolve that a comprehensive review of the Trustee Handbook be undertaken by at least two trustees, identified by the BOLT President. Mr. Crupi seconded. During discussion it was noted that the BOLT should author the Trustee Handbook and that not updating the nomination of trustees section did not mean that staff had to follow the outdated policy. The motion passed unanimously.

### Capital Improvement Project draft budget FY 27-32

ED Willson presented a draft of the Capital Improvement Budget for FY27-32 providing for a replacement HVAC system in Prince Frederick and a new library building for the Southern Branch. Mr. Crupi moved to approve the draft budget. Ms. Liberatore seconded. The motion passed unanimously.

### Draft Operating Budget FY27

ED Willson presented the Draft Operating Budget for FY27, reviewing a number of the line items including money for technology and contracted services. A trustee noted that the Contracted Services budget was much lower than prior years and asked if that was feasible for sustaining library operations. ED Willson relayed that the change in Contracted Services reflected an elimination of all contingency and special project money. Any needs that are not covered by the budget if FY27 would go before the County Administrator who has a contingency fund. Willson also noted that in FY27 there will be no transfers to the county's general fund. The draft budget includes a request for two new positions—a Deputy Director and an additional supervisor for the Twin Beaches branch. Mr. Parran motioned to approve the draft operating budget. Mr. Alves seconded. The motion passed unanimously.

## Director's Report

---

Board training – Insight into Dewey – Katie McVicker, Collection Development Librarian,

shared a presentation titled Life Cycle of Materials. This covered the library's Materials Selection policy, how decisions are made about what collections items are added to, the Dewey Decimal system for non-fiction, particularly, as it relates to the children's collection and the weeding process. Several board members asked questions which Ms. McVicker and Ms. Izzi, Youth Services Coordinator, answered.

### Draft FY25 Annual Report

ED Willson presented a draft of the Annual Report for initial review and comment. Mr. At Lee suggested including a section that specifically highlights the ways that libraries have changed.

### Director's written report

In addition to her written report, ED Willson highlighted a number of items of note including eRate funding from the FCC that will continue to support discounted broadband service and broadband infrastructure for schools and libraries. Unfortunately, an effort to include hotspots in eligible services was overturned. However, mobile companies are still working with the library to deliver discounted rates on hotspots. A new Polaris upgrade will give the library the ability to enable customers to opt-out of Orange Boy data collection thereby making the library compliant with new state privacy law. The county has also closed the books on the reconciliation of staff benefits determining that the library does not owe any money for past years. Some operational questions still remain, but new systems will be put in place as additional county staff are hired in the Finance Department.

FY26 Budget – P3 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' recent Pub Quiz was very successful. Mayor Benton did an excellent job as quiz master.

## SMRLA – (Southern Maryland Regional Library Association)

Mr. Crupi reported that new auditors had a few findings and that those items are already being addressed. He also mentioned the LSTA (Library Services and Technology Act) grant-funded facilities master plan that will be forthcoming as a joint project of SMLRA and Calvert Library.

## Foundation

ED Willson reported that the Foundation has been working on their annual plan. Most recently they have purchased additional furniture for PF and Twin Beaches Branch and assisted with funding for the new tile mural at Twin Beaches Branch.

## 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. President Lewis expressed gratitude for Mr. Parran's service to the BOLT.

## Next Meeting

---

November 18, 2025, at Calvert Library Prince Frederick – meeting room 1 at 5:30pm.

## Public Comment

---

None

## Executive Session

---

At 6:58pm, 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, Mr. Lewis and Ms. Liberatore voted to adjourn to Executive Session. Mr. Parran had another meeting and was obliged to leave before the vote was taken.

**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 one vote to approve a staff member's request for unpaid leave.

The BOLT returned to the public meeting at 7:15 p.m. following the Executive Session.

## Adjournment

President Lewis adjourned the Board meeting at 7:15 p.m.