

## **Board of Library Trustees Meeting Minutes January 10, 2017 – Calvert Library Prince Frederick**

### **Present:**

Martha Grahame, President  
Stewart Cumbo  
Karen Eggert  
Catherine Grasso  
Jeffrey Lewis  
Carolyn McHugh  
Wilson Parran  
Carrie Plymire, Director  
Beverly Izzi, Recorder

### **Call to Order**

Meeting called to order at 1:56pm by President Grahame.

### **Welcome**

President Grahame welcomed new board members Jeffrey Lewis and Catherine Grasso to the Board of Library Trustees (BOLT).

### **Minutes**

Ms. McHugh moved to approve the minutes of the December 09, 2016 meeting as disseminated electronically with corrections. Mr. Parran seconded the motion. The motion passed unanimously.

### **LATI Presentations – Maya Huchla and Brenna Prestidge**

Within the first 2 years of hire all Maryland Library Associates must complete the Library Associate Training Institute (LATI). This course is held weekly online through Blackboard or face to face for a total of 90 hours of class time and is sponsored by the Division of Library Development and Services (DLDS).

Maya Huchla and Brenna Prestidge attended the fall cohort. Their final project was to design a program that could be implemented at Calvert Library. Ms. Huchla planned classes called Science Saturday's to highlight a natural science topic for K-2<sup>nd</sup> graders. These classes would include stations with interactive aspects for the children and their grownups to explore. The class would encourage the parents to take the ideas of observation and exploration outside of the classroom with their children. Ms. Huchla is a Public Services Librarian with an emphasis in children's at the Fairview Branch.

Ms. Prestidge designed an event called Story Theater: Bringing Your Favorite Stories from the Page to the Stage. This event would open with theater games and move into reading the story. The participants would have an activity such as mask making or costume making and discuss movement, plot and script writing. They would write and perform their version of the book for friends and family. Ms. Prestidge is a Public Services Librarian at the Fairview Branch. Her duties

include a focus on social media marketing and displays at the Fairview Branch. Breanna is trained to do Storytime when needed.

### **President's Report**

President Grahame did not have a report.

### **Director's Report**

#### **FY17 Budget**

Director Plymire shared the FY17 expenditures and revenues YTD with the BOLT. She noted everything is on track; fine income is consistently lower than budgeted due to auto renewal. Plymire noted how far under-budget salary expenses are for the year. In response to a question about substitutes, she stated that there are currently 6 substitutes that are also included in the salary budget. However, one substitute was just hired for the current Part Time (PT) opening leaving 5 substitutes. A part-time staff member from Twin Beaches will fill the PT opening at Southern. The Children's Supervisor position in Prince Frederick will open soon as an in-house position.

#### **Director's preliminary written report**

Director Plymire reviewed highlights of her written report:

Facilities Master Plan, is underway. A series of community meetings, focus groups and stakeholder meetings are being scheduled to involve the community in this public engagement phase of the project. The BOLT will be invited to participate in a Facilities Master Plan meeting March 4 from either 9-10:30am. (Mr. Parran and Ms. Eggert will not be available on this date.) The community meetings will begin with a presentation about 21<sup>st</sup> century libraries and the consultant will solicit feedback to several questions. A survey will be available on the Calvert Library website on or about January 18, 2017. The survey will be open for a couple of weeks and will be available in Spanish.

Director Plymire shared statistics for door count and circulation YTD. They compare the first two quarters of FY16 to the first two quarters of FY17. Door counts and computer use are down slightly reflecting a regional and national trend, circulation is going up; some of that increase is attributed to auto renewal.

Director Plymire distributed the November monthly report to the BOLT electronically.

### **Unfinished Business**

No unfinished business.

### **New Business**

#### **MACL – OAG Opinions**

Mr. Parran gave the BOLT a digest of the Office of the Maryland Attorney General's (OAG) opinions on questions asked by the Maryland Advisory Council on Libraries (MACL). These

opinions were requested some time ago by the late Kip Hine in his role of president of MACL. They were in response to issues in a couple of Maryland library systems/counties regarding the relationship between county government, library boards of trustees and library directors that are specified in state law.

#### Wireless Internet Policy review

Director Plymire proposed revisions to the Wireless Internet Policy, simplifying its language and updating how customers sign on to the network. Additional suggestions to wording were made. Mr. Cumbo moved to approve the Wireless Internet Policy as amended. Ms. Eggert seconded the motion. Motion passed unanimously.

*Board Photograph was taken.*

#### Draft FY16 Annual Report

Director Plymire shared a draft of the FY16 Annual Report. The final report will be go to DLDS and will be posted on the Calvert Library website.

#### Closing the Gap Coalition Open Letter

The BOLT discussed the open letter that has been written and circulated by Closing the Gap Coalition decrying the recent acts of hate (nooses at Dominion Cove Point's construction site, KKK written in the men's handicapped stall at Calvert Library, Prince Frederick, and the swastika at a county school. After discussion, Mr. Parran moved that the BOLT sign on to the letter; Mr. Cumbo seconded. The motion passed unanimously.

### **Reports**

#### Friends of the Library

President Grahame shared that Friends Book sale will start Thursday, January 12, 2017. Volunteers will begin setting up 9am Thursday. Reception and preview will be 5-7pm Thursday. They will take down 3pm Saturday afternoon. Volunteers are welcome. Friends' renewal letters have been sent out. February 8, 2017 will be the annual meeting at 7pm at Calvert Library Prince Frederick.

#### SMRLA

Ms. Eggert stated Southern Maryland Library Association (SMRLA) Corporation meeting will be held March 14, 2017 at 9am. The Corporation consists of the total boards of each county library system. The BOLT will receive formal invitations to the Corporation meeting. Ms. Eggert noted that the SMRLA Board continues to work on changes to their bylaws. Ms. Eggert will send them out to everyone in advance as approving the new bylaws will be on the agenda at the March 14 meeting. One significant change is to composition of the SMRLA Board. In order to remedy attendance problems resulting in lack of a quorum, the President of each county's BOLT will no longer be required to serve on the SMRLA board. A second change would be that county Boards can appoint someone to the SMRLA board that is not a member of the sitting county Board. Another proposed change is to have SMRLA board members serve a 2 year term to create continuity..

BOLT members not able to attend the March SMRLA Corporation meeting can give their proxy vote on the SMRLA Bylaws to President Grahame before the meeting.

Ms. Eggert noted that a presentation was made at the SMRLA board meeting by their marketing and communications person, Vicky Falcon. She shared an overview on how she supports the libraries with materials and marketing.

Currently Ms. Eggert, Ms. Fort and President Grahame serve on the SMRLA Board. Ms. Fort has stayed on to finish her role chairing the committee revising the bylaws; her position will likely need to be filled in March.

#### Foundation

President Grahame noted that January 13<sup>th</sup> there will be a Sip and Savor for the Friends, Foundation and BOLT that starts at 5pm. Bring hors d'oeuvres and drinks to share. This will be a social time to get to know each other.

#### MACL

Mr. Parran shared that there will be a MACL meeting tomorrow January 11, 2017.

Director Plymire expects to have a final draft of the Memorandum of Understanding (MOU) with Calvert County Government at the March BOLT meeting.

#### **Announcements/Other**

MD Library Legislative Day in Annapolis – Reception in the Miller Senate Office Building – President's Conference Center at 5:30pm February 14<sup>th</sup>  
Southern MD Legislative Reception in Annapolis at Loews Hotel – February 28 7:00-9:00pm

There was no public comment.

Motion to adjourn made by Mr. Lewis. President Grahame closed the meeting at 3:38pm.

**Next Meeting** – March 14, 2017 at 3:00pm – Calvert Library Prince Frederick