

**Board of Library Trustees
November 19, 2013
Minutes**

Present:

Kip Hine, President
Rene Cunningham
Karen Eggert
Celeste Fort
JR Mathers
Terese Wells
Carrie Plymire, Director
Beverly Izzi, Recorder

Absent:

Nick Garrett

Call to Order

Meeting called to order at 2:01pm by President Hine.

Minutes

Mr. Mathers moved to approve the minutes of the October 15, 2013 meeting as disseminated electronically. Ms. Wells seconded the motion. Motion passed unanimously.

President's Report

President Hine reported that he attended the last Maryland Advisory Council on Libraries (MACL) meeting. Ms. Plymire is also on the council of MACL as president of the Maryland Library Association (MLA).

President Hine noted that he attended the Pub Quiz last Friday night. He was impressed by the attendance and enthusiasm in the room. He noted that the Commissioners were all in attendance with Terri Shannon, the County Administrator.

Director's Report

FY13 Budget

Ms. Plymire shared the audit statement of the FY13 budget.

FY14 Budget

Ms. Plymire reviewed the FY14 budget with the Board.

FY15 Capital Budget

Ms. Plymire thanked Mr. Mathers, President Hine and Ms. Wells for attending the Capital Budget meeting. Ms. Eggert moved to approve and move forward with the

Library CIP plan as submitted to the county. Ms. Wells seconded the motion. Motion passed unanimously.

FY15 Budget Request

Ms. Plymire reported the County requested that each department make a 2% cut in their operating budget. Discussion ensued about whether the library could continue to provide its quality of service if the cut were made. Ms. Plymire allowed that the county budget instructions asked for the cut or an explanation of why it is not achievable. She will make an argument to that affect. Ms. Wells moved to approve the proposed FY15 budget as corrected. Ms. Eggert seconded the motion. Motion passed unanimously. The Trustees noted their disappointment in accepting the flat budget.

Staffing

Ms. Plymire noted that the Clerical Assistant position has been reclassified from Grade 15 to Grade 17. The new title for this position will be Library Office Assistant. Ms. Eggert made a motion approve the reclassification position as presented effective this upcoming pay period. Ms. Fort seconded the motion. Motion passed unanimously.

Comments

Ms. Plymire shared several letters received from customers during the month. One was from a staff person in the County Personnel office who expressed how happy she was that she can borrow eBooks from the Library.

Ms. Plymire noted that Karen Mittelman from the National Endowment for the Humanities attended “Slavery by Another Name” film and discussion; she was impressed with the level of conversation and looks forward to reviewing surveys completed by attendees.

Another letter was from Prime Time Children’s Center thanking the library for partnering with them for summer reading. Prime Time also had over 120 children complete the “500 by Five” Initiative.

Incident Reports

Ms. Plymire noted that there was an incident at Twin Beaches Branch beginning with an allegedly stolen cell phone. The incident developed to the point where a police officer asked to view the surveillance tapes which resulted in a conversation with the States Attorney regarding subpoenas. Policy and procedure were reviewed with staff at their November 15 All Staff Meeting.

Accident Reports

Ms. Plymire relayed a child fell and bumped his head. Child is fine.

Monthly Reports

Ms. Plymire distributed monthly report for October 2013.

Annual report

Ms. Plymire presented a draft of the Annual Report to the Trustees. She noted a 6% increase of attendance at events and classes. President Hine noted that the 6% increase in reference questions was also impressive.

Digital Inclusion

Ms. Plymire shared that the University of MD is collecting data nationally for a Digital Inclusion survey. This survey includes broad band access, events and programming. This will be mapped onto other data points including census data. Thus, allowing one to look at a service area and library usage together.

Capital Improvement Needs Assessment

Ms. Plymire stated that the Division of Library Development and Services (DLDS) just completed their yearly capital improvement needs assessment.

Web Redesign

Ms. Plymire noted that Carrie Raines has been asked to do a web redesign. The web site look will be a little cleaner but will not be a drastic change. The site will be going from a static html webpage to Word Press which will permit staff to edit from offsite. Thus, teams will then be able to update their own page, something currently not possible.

Old Business

Twin Library carpet & shelf moving

Ms. Plymire reported that the carpet was laid Veterans Day weekend; shelving was moved at that time. The project was successful, carpet looks beautiful and the shelving in fiction is ADA compliant.

New Business

Scent and Allergies

Ms. Plymire stated that one staff member has an allergic reaction to the perfume of another staff member. New wording for staff handbook is needed to address this issue.

Board approved the following wording to be used in updating the Staff Handbook:
“Staff may not wear blue jeans, athletic shoes, perfume scents, or use any items that have a strong fragrance during work hours.”

Ms. Eggert moved to approve above wording for staff handbook. Ms. Cunningham seconded the motion. Motion passed unanimously.

North Beach Performing Arts Center

President Hine noted that although Ms. Plymire had reported at an earlier meeting that plans for a North Beach Performing Arts Center could include a library, the drawings he has seen did not show space for a library. He stressed the importance of a new Beaches library having adequate space and design elements for a library.

Relationship with Foundation

President Hine noted that the President of the Foundation is taking an extended vacation in Italy. He will be replaced by Mr. Scott Deacon. President Hine would like Mr. Mathers to sit in on these meetings as a liaison. The Director's role at Foundation meetings is to request funding for the library. The Trustee's role is to provide guidance and oversight to the Foundation. The board approved this appointment.

On Policies Governing the Sidewalk (smoking and newspapers)

Ms. Plymire stated that the issue about whether County policy governs the sidewalk outside Calvert Library Prince Frederick and Fairview Branch has not been resolved. The new County Attorney had stated that such policies (whether newspaper boxes could be placed outside the library) are up to the Calvert Library Board of Trustees. The Trustees concurred that they are responsible for policy inside the library, but not outside. Ms. Plymire will follow up on this with Mr. Norris and Ms. Shannon. Ms. Plymire noted that "Smoke Free Entrance" signs have been attached to the side of the building in Prince Frederick.

2014 Meeting Dates

President Hine requested that the Library Board of Trustees meetings be moved to the second Tuesday of the month beginning in January 2014. Ms. Cunningham made a motion to move Trustee meetings to the second Tuesday of the month. Ms. Fort seconded the motion. Motion passed unanimously.

President Hine noted that due to poor attendance Mr. Garrett has in effect resigned from his position as a Trustee.

Reports

Friends

Ms. Plymire noted that the Pub Night was very successful. President Hine noted that Mr. Mathers was a very good MC for the Pub Quiz.

The Friends of Calvert Library are paying for Calvert Library's MLA conference sponsorship.

SMRLA

President Hine reported at the SMRLA meeting the contract was signed for the new Integrated Library System (ILS). Implementation of the new system will begin in January 2014.

Foundation

President Hine shared that the Foundation Awards Dinner may be held at a location other than the Hall at Huntingtown.

Annual Trustees and Citizens for Maryland Libraries (CML) meeting was attended by Ms. Eggert, Ms. Plymire, Pat Hofmann, Martha Grahame, and Emily Mudd at the Miller Branch of Howard County Public Library last Saturday. Ms. Eggert shared her impressions for the day which focused on Advocacy and noted that Irene Padilla gave the “Report of the State of DLDS.”

Announcements

Ms. Plymire noted that the staff Holiday Brunch will be held December 20, 2013, 9-11am. All Trustees are invited to attend.

President Hine noted that his term is up at the end of December 2013.

Public Comment

There was no public comment.

Meeting adjourned at 4:13pm by President Hine.

Next Meeting

December 17, 2013 at 2pm in Prince Frederick

Respectfully submitted,

Beverly Izzi