

Board of Library Trustees

April 17, 2012

Minutes

Present:

Kip Hine, President

Karen Eggert

Celeste Fort

JR Mathers

Terese Wells

Patricia Hofmann, Director

Beverly Izzi, Recorder

Absent:

Rene Cunningham

Nick Garrett

Call to Order

The meeting was called to order by President Hine at 2:00 pm.

Minutes

A motion to approve minutes of the March 21, 2011 meeting as disseminated by Ms. Hofmann was made by Mr. Mathers. Motion seconded by Ms. Fort. Motion passed unanimously.

President's Report

President Hine shared a thank you letter from Trudy Mihalcik, recently retired branch manager of Calvert Library Southern Branch.

Presentation on Lincoln: Constitutions and the Civil War Display

Robyn Truslow, Public Relations Coordinator, explained the upcoming Lincoln: Constitution and the Civil War display. Special events will take place in July and August, with the exhibit at the library from July 11 to August 24. Ms. Hofmann encouraged all trustees to attend these events and lectures.

Director's Report

FY2011 Audit

MD State Department of Education sent a letter stating the audit met its standards.

FY 2012 Budget

Ms. Hofmann reviewed the FY 2012 budget with the Trustees.

FY 2013 Budget

Ms. Hofmann reviewed the FY 2013 budget with the Trustees. The state closed their session without voting on the budget, so state funding is uncertain.

Donations

Ms. Hofmann noted several donations received, including the Grohs family, Optimist Club for the Baby Bag project, a donation to TWIN and an anonymous donation to Southern.

Staffing

Ms. Hofmann reviewed the current changes in staffing with the Trustees.

Ellen Ruoff moved from Prince Frederick to Twin Beaches.

Glenda Field moved from Twin Beaches to Prince Frederick.

Nancy Radcliffe was hired as a part time Public Services Librarian at Prince Frederick.

Karina Lopez resigned her position at Twin Beaches.

Comments

Ms. Hofmann noted several comments that were received in the past month.

Ms. Hofmann received a negative comment about smokers outside of the building in Prince Frederick.

Ms. Hofmann received a comment applauding research work done by Sarah Avant and Lisa Tassa at Fairview Branch and all staff at Fairview.

Incidents

Ms. Hofmann relayed several incidents that occurred during the past month.

Monthly Reports

Ms. Hofmann distributed monthly reports from July 2011 - October 2011.

Free Library Services Survey for DLDS

Ms. Hofmann completed an online survey provided by DLDS about free library services. President Hine signed the paper copy to send to DLDS.

Traveling Apprentice

Carolyn McHugh will be the Traveling Apprentice at Calvert Library Tuesday evening and Thursday. She will assist with "Eat Your Art Out" and Storytimes, and well as circulation and participate and help with Kids Just Want to Have Fun.

E-readers

Ms. Hofmann reported 134 holds for the variety of E-readers. She reported the less popular e-readers were repurposed with new titles, called "More Best Sellers".

Grant Status

Ms. Hofmann reviewed the status of three grants: Imaginative Play, Staff Development, and Capital Projects Plan. Calvert Library was awarded the first two grants. Then, the Library was informed to delay implementation of these grants. Next she was notified all projects should be deferred at this time.

Circulation desk for Twin Beaches

Ms. Hofmann shared plans for new circulation desk at Twin Beaches funded by a donation.

Old Business

DVD Status

Ms. Hofmann reported that the DVD theft case will be pursued. Ms. Marcia Hammett, Branch Manager, will contact the sheriff's office and they will proceed from there.

Southern Branch

Ms. Hofmann presented the status of the Southern Branch for the Calvert County Commissioners. Ms. Hofmann presented the drawings to the Solomon's Architectural Review Committee who approved the renovation. The team will meet with architect tomorrow. Ms. Hofmann shared drawings and the color chart with the Trustees.

Fund Raising for Southern Branch Furniture/Equipment

Ms. Hofmann relayed that the Foundation has \$70,000 promised or received at this time.

Web Accessibility

Ms. Hofmann noted that she will attend a webinar to assure full accessibility of the website. This will be an ongoing project.

New Business

Name the Maryland Collections in honor of Senator Miller

Senator Miller will receive the first Foundation Award this month. In his honor Ms. Hofmann proposed that the MD Collections be renamed "The Senator Thomas V. Mike Miller Maryland Collection". Ms. Eggert moved to approve this proposal. Ms. Fort seconded the motion. Motion passed 3-1-1.

Library Customer survey

Ms. Hofmann shared the Calvert Library survey. Trustees are asked to fill out survey online.

Reports

Friends of the Library

Mr. Mathers shared details of the Friends meeting. Membership is currently at 167.

Foundation

The Foundation is currently raising funds for Southern and planning the awards dinner. Mr. Mathers attended the Foundation meeting.

SMRLA

President Hine discussed possibilities of changing to a different IMLS other than Sirsi/Dynex. An outside consultant will be used to conduct a detailed study of the system. Sirsi/Dynix upgrade glitches were discussed. President Hine discussed the concern of approximately \$15,000 salary disparity between Calvert librarians and Charles County librarians in the same positions. SMRLA salaries were also discussed.

Announcements/Other**Calvert Library Foundation Award Dinner, April 28**

Ms. Hofmann noted that Calvert Library Foundation Award Dinner will be held April 28, 2012.

MLA Trustee Division

Ms. Hofmann noted that the Trustees may participate in the Trustee Division of MLA

Next Meeting

The next meeting will be held May 15, 2012, at 2:00 pm, at Prince Frederick.

Public Comment

There was no public comment.

Meeting moved to executive session at 2:51pm.

Executive Session

The executive session was for informational purposes. No action was taken.

Adjournment

The meeting was adjourned at 3:17 pm by President Hine.

Respectfully submitted,

Beverly Izzi