

**Board of Library Trustees  
July 8, 2014  
Minutes**

**Present:**

Karen Eggert, President  
Rene Cunningham  
Martha Grahame  
Celeste Fort  
Carolyn McHugh

Carrie Plymire, Director  
Beverly Izzi, Recorder

**Absent:**

JR Mathers  
Terese Wells

**Call to Order**

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

**Minutes**

Ms. McHugh made a motion to approve the minutes of the June 10, 2014 meeting as disseminated electronically with corrections. Ms. Cunningham seconded the motion. The motion passed unanimously.

**President's Report**

President Eggert deferred her report, stating that she had information to add to later pieces of the agenda. She noted that the Board of Library Trustees (BOLT) discussed at the June meeting that changes to the BOLT minutes should be brought up during the meeting, not via email, so that all may comment. This met with general approval and the agreement that the only changes made would be substantive, not changes to wording or grammar.

Ms. Cunningham made a motion that the BOLT president write a letter to Mr. Mathers reminding him that he has missed four (4) meetings and that after missing half of the meetings in calendar year (6), per state law, a letter will be sent to the BOCC noting that he is considered to have resigned. The letter will also remind Mr. Mathers of his duties and responsibilities as a trustee and state that due to his absence, the BOLT will elect a new Vice President to provide for succession at the August meeting. Ms. McHugh seconded the motion. The motion passed unanimously.

**Director's Report**

**FY14 Budget**

Ms. Plymire discussed the FY14 budget with the BOLT. Ms. Plymire noted that Lost Items report has just recently started going to Unique Management after Polaris migration. The income document is final for FY14. The expenditure status report will be finalized, if not by the August meeting, certainly by September.

### **FY15 Budget**

Ms. Plymire shared the FY15 expenditure status report with the BOLT. She noted that several charges had been posted to FY15 that are intended for FY14 and those should be reversed before the FY14 expenditures have been finalized.

### **Comments and Suggestions**

Ms. Plymire shared a customer comment regarding the Artist in the Stacks for Prince Frederick. The customer noted that the current artist did not have signs on their artwork and lamented that the artist wasn't getting more exposure; the comment also noted that it took staff some time to find the notebook with the artist's name and pricing information. Ms. Hammett, branch manager at PF, followed up with the artist and cards are now on the artwork (we have offered this for some time, but the artist hadn't yet had time to make the cards when she hung her work). Further PF is now posting an "Artist of the Month" 8x11 information sheet on the kiosk. Ms. Hammett also sent a memo to PF staff reminding them where to find the notebook containing the artist's bio and price list.

Ms. Cunningham commented that her great niece was incredibly well received at Calvert Library Prince Frederick by the children's librarian on duty. She also shared comments from another friend regarding how great the customer service was that she received at Calvert Library. This friend is always greeted with a smile, reading recommendations and inquiries about whether she enjoyed what she checked out.

### **Incident Reports**

Fairview staff pulled customers into the bathrooms during tornado warning. Prince Frederick gathered everyone in the lobby away from the windows during the same weather event.

A woman using a public computer was asked to leave Calvert Library Twin Beaches because she used foul language.

Intrusion alarm was set off at the Southern Branch for the first time this calendar year. (In each calendar year we have two free false alarms and then we are charged in multiples of \$25 for each subsequent false alarm.) After viewing the security tape, it was decided that the front door had not been fully secured when staff exited for the night. To resolve this, staff will now check behind each other to assure that doors are locked each night. Other procedures have also been added to the closing routine.

A deputy arrested a customer and put him in handcuffs in Prince Frederick. The man had been accused of stealing from Nick's.

### **Monthly Report - May**

Ms. Plymire disseminated the monthly report for May 2014. Ms. Plymire stated that the author festival was hugely successful.

### **Staffing**

Ms. Plymire gave the BOLT a list of the recent staff changes. Two staff left the library this spring and both positions have been filled. There were also several internal switches in departments and positions.

### **Polaris Update**

Ms. Plymire noted that things are moving along with the Polaris migration. Demand management which directs how holds are filled and distributed between branches is still not working the way we want it to. President Eggert added that the second big issue is the acceptance of online credit card payments. At present, Calvert Library with help from county finance is handling online credit card payments for all three counties. The sooner this is passed back to SMRLA the better. Ms. Plymire will talk with Sharan Marshall about a possible timeline for that solution.

### **MSRPA Audit**

Ms. Plymire stated that the Maryland State Retirement and Pension Association Audit occurred and the auditor was pleased with our records. She is awaiting the final report.

### **ALA**

Ms. Plymire shared that 5 staff, 2 trustees, and a Friend attended the annual American Library Association Conference this year. She shared several “aha moments” from the conference.

### **Checkout Your Community**

Ms. Plymire disseminated Checkout Your Community statistics from June to the BOLT. She was very happy with the numbers and feedback from customers has been very positive.

### **Tourism**

Ms. Plymire noted that the Tourist Information center at Fairview Library is not staffed as of the first of July. Per a discussion with Linda Vassallo and other Economic Development and Tourism staff, the interior gate that can be lowered to block the information center off from the rest of the building will be left open so that the remaining brochures are available while the library is open. Per usual, Calvert Library will continue to have tourist information and brochures available at all locations. Ms. Plymire also stated that a staff person from Tourism will do a presentation at the August staff meeting to refresh staff on the county web site and FAQs. Plymire is also interested in the possibilities for utilizing the space formerly occupied by the visitor center as Economic Development is planning on reducing/right-sizing the number of materials available at Fairview.

Ms. Plymire noted that Calvert Library will be getting Minecraft licenses.

### **Old Business**

Ms. Plymire stated that we will have an opportunity to increase our D&O insurance in January when our policy renews. It was not possible to raise our coverage at this time.

### **Trustee Academy debrief**

President Eggert sent out items for discussion from the last meeting. The following recommendations from United for Libraries Trustee Academy, Trustee Basics Part 1, were discussed:

- Having a Board spokesperson: President Eggert, as Board President, will be the BOLT spokesperson.
- Keeping an Attorney on retainer: Ms. Plymire will follow-up with St. Mary's County Library about the possibility of sharing the cost and services of their attorney and report back to the BOLT
- Not emailing (as a group) between meetings: Best practice for Open Meeting Law is that board members may ask questions directly (one-on-one) of the Director and the Director may then share answers/information with all board members, but any discussion of information should be saved for public meetings not done via email.
- Having a calendar for policy review: Each quarter, several policies will be reviewed by the BOLT.
- Posting the agenda prior to meetings: Open Meeting Law requires posting notice of meetings but not notice of the agenda for meetings. The schedule for BOLT meetings is posted on the library web site and on paper in each branch; an agenda for each meeting will not be posted.
- Advocating: This is an ongoing effort and will be addressed at future BOLT meetings.
- Board meeting packets: Ms. Plymire will send pertinent materials in advance and continue to work with the board to find a good balance between written and verbal reports.

### **Ethics Commission Request for coverage**

Ms. McHugh stated that all Boards must have oversight by an Ethics commission or policy of some sort. Ms. Plymire reported that the Calvert County Ethics Commission has indicated that they are favorably disposed to providing the BOLT and Director with Ethics oversight; however, they are meeting with State and County officials to confirm this decision before giving us a final reply.

## **New Business**

### **Pre-authorization for Director to make budget transfers**

Based on history related by President Eggert, Ms. McHugh made a motion that the director may move 10% of a budget line or \$5,000, whichever is less, without prior permission of the BOLT. Notice must be given at the subsequent BOLT meeting. Ms. Grahame seconded the motion. The motion passed unanimously.

### **Edge Assessment Recommendations – Community Engagement**

Ms. Plymire reviewed areas where Calvert Library can improve its services as recommended by the Edge Assessment. These improvements include the reference team doing a review and update of online resources in the areas of: small business development, electronic legal and law related resources, college selection and financial aid, and health and wellness. Also discussed were two items already on the annual plan: digital privacy and security classes and performing an annual content review of the web site. Another recommendation, making photo editing software available in at least 50% of locations, has already been accomplished by adding a free photo editing software (Gimp) to public computers.

## **Reports**

### **Friends**

Ms. Grahame reported that the Friends are on hiatus for the summer.

### **SMRLA**

President Eggert shared Technical Services Manager Susan Grant's report that the processing backlog has been eliminated. This was accomplished two months ahead of their projected date. The other news is that Charles County's Library Director search process did not yield a candidate who accepted their offer. Instead they have appointed their assistant director as interim director. They plan to re-open the director search process in the spring.

### **Foundation**

Ms. Grahame stated that the Storytime room has been sponsored by Pat and John Hofmann. This is the last room needing sponsorship in Prince Frederick. The 2<sup>nd</sup> Art Auction will be held in October. Ms. Plymire added that Community Bank of the Chesapeake donated over \$1,800 to the Foundation as part of their casual summer employee fundraiser.

## **Public Comment**

There was no public comment.

President Eggert has asked to move the October meeting from the 14<sup>th</sup> to the 21<sup>st</sup>. Ms. Plymire will post these changes.

President Eggert adjourned the meeting at 3:59pm.

**Next Meeting**

The next meeting will be held August 12, 2014 at 2pm at Calvert Library Prince Frederick.

Respectfully submitted,

Beverly Izzi