

**Board of Library Trustees
August 16, 2016 at Calvert Library Prince Frederick
Minutes**

Present:

Martha Grahame, President
Stewart Cumbo
Karen Eggert
Celeste Fort
Carolyn McHugh
Wilson Parran
Carrie Plymire, Director
Beverly Izzi, Recorder

Absent:

Terese Wells

Call to Order

Meeting called to order at 2:03 pm by President Grahame.

Minutes

Mr. Parran moved to approve the minutes of the June 14, 2016 meeting as disseminated electronically with corrections. Mr. Cumbo seconded the motion. The motion passed unanimously.

President's Report

Ms. Grahame congratulated Mr. Parran for being appointed by the Governor to the Maryland Advisory Council on Libraries (MACL).

Director's Report

FY16 Budget

Director Plymire shared the FY17 Budget with the Board of Library Trustees (BOLT). Plymire noted that Adult and Child Programming is spent down more than other accounts because of Summer Fun performances. She also stated that she would be bringing a budget transfer to the September BOLT meeting to cover the expense of new copier lease. The black and white copier in admin is failing and needs to be replaced. Plymire is working with staff to get a new contract with the vendor. Plymire discussed income. Fines revenue is down significantly. Fine forgiveness week affected the amount of revenue brought in but auto renewal is having a far greater effect on fine revenue. Fewer customers are accumulating fines on their accounts. Plymire will offer a deeper assessment of where revenue is for FY17 after the first quarter.

The finalized FY17 Budget has been passed by the Calvert County Board of County Commissioners.

Director Plymire reviewed highlights of her written report:

Monthly Reports for May and June were sent electronically.

RFP Statuses – bids for the cleaning contracts for Prince Frederick and Southern Branch were both under budget. Savings from these contracts can be applied to the shortage in the copier line item. Both contracts are with vendors that the library has not worked with previously. In response to a question from the BOLT, Plymire confirmed that the library manages the cleaning contracts for Prince Frederick and Southern while the contracts for Twin and Fairview are managed by County staff.

Upon being asked for more detail on her experience at the Executive Leadership Immersion program, Director Plymire shared one of her take-aways. Julie Todaro, the current president of the American Library Association was the facilitator of the course and she suggested using paradigm shifting exercises with library staff and the public in planning new facilities. This entails asking questions like, “What do you use the library for now?” and, “What would you like to be able to do in a 21st century library?”

The first public Capital Improvement Plan (CIP) hearing is scheduled for September 1 at Calvert Pines. Plymire will be on vacation but Ms. Wells will attend for the library. Director Plymire will be including a 24’ bookmobile vehicle in the FY18 CIP. This will allow ADA access to mobile services as well as enabling the library to set up neighborhood stops and work more closely with Title I schools. The GMC van is over 20 years old and the SUV needed over \$1,000 in repairs last fiscal year. A new vehicle is necessary.

Unfinished Business

Sunday Hours

Last year’s budget cycle was the first time in several years that the BOCC has asked about staffing needs. The FY17 Budget request included an Assistant director and four part-time staff positions to enable Calvert Library Prince Frederick to be open on Sundays. Neither the Board nor the Director expected either request to be granted. Director Plymire brought two different staffing models to the BOLT for more serious consideration. One staffing model would be to pay PT and FT staff overtime for working on Sundays, the other model would be to count Sunday as a full day of work even though the library would only be open for 4 or 5 hours. The first model is less expensive. The second model is less burdensome to staff and scheduling. After much discussion of staffing models and locations it was agreed that not asking staff to work six days a week and being open on Sundays year round at Prince Frederick would be the best model. Mr. Cumbo proposed that the FY18 budget request be for four hourly un-benefited staff and salary money to pay benefited staff for a full day in exchange for working on Sundays. Ms. McHugh seconded. Motion passed unanimously.

Facilities Master Plan: Two bids were received, both were more expensive than the amount budgeted. However, the state library remains an option for federal grant funds to help pay for the Plan. Plymire was awaiting confirmation of this possibility from the State Librarian.

New Business

Mr. Cumbo moved to approve the 2017 Holiday schedule. Mr. Parran seconded. The motion passed unanimously.

SMRLA Bylaws. Ms. Eggert shared that the Southern Maryland Library Association (SMRLA) was having problems with meeting attendance and was working toward a solution with an update to the corporation bylaws. A final vote on the bylaws will require a vote of all three county libraries Trustees (all of whom are voting members of the SMRLA Corporation). The model being proposed for appointment of trustees to the SMRLA board is:

- County's Board of Library Trustee Presidents would not be automatic members of the SMRLA board
- Each county would continue to appoint three members to the SMLRA board
 - at least two appointments would come from each library's sitting board
 - at each county's discretion, the third may be a non-board member.
- SMRLA board appointments would be for two years in order to provide more continuity.

Still to be resolved by the bylaws committee is how to handle absenteeism and termination of board members. Bylaws committee will meet again this Thursday, August 18th. Changes would not take effect until after the vote at the February 2017 SMRLA Corporation meeting. Ms. Eggert will provide a copy of the bylaws (as they exist now) to the BOLT.

Out of State Library Card. The Directors of all three southern MD library systems are proposing that the fee for an out of state library card be raised from \$10 to \$20/year. After a short discussion, Mr. Parran moved to adopt \$20 a year for out of state cards and Ms. Eggert seconded. The motion passed unanimously.

Reports

Friends of the Library

President Grahame noted that the Sidewalk Book Sale will be September 17. All are welcome at 7:30am to set up or 3pm to take down.

Friend of the Library will hold a Mini Golf Fundraiser. May have 4 holes left to sponsor.

Calvert Library Foundation is sponsoring the hole beside the Imagination Station. Grahame noted that the event will be labor intensive and that volunteers are welcome for this event. Teens Friday night (soda, pizza, popcorn, and golf). Families will be able to play during the day Saturday and Saturday night will be an adults-only party.

SMRLA – nothing new aside from the earlier bylaws discussion.

Foundation

President Grahame reported that the Foundation will hold a reception for donors the evening of October 15 at Calvert Library Prince Frederick. The Trustees are invited and encouraged to attend to help thank donors for their support of the library.

Other

President Grahame noted that she and Director Plymire would be working the library booth at the Maryland Association of Counties (MACo) summer conference in Ocean City August 18 & 19.

President Grahame adjourned the meeting at 3:05pm.

Next Meeting – September 13 at 2:00pm – Calvert Library Fairview Branch