

**Board of Library Trustees  
August 20, 2013  
Minutes**

**Present:**

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

**Call to Order**

Meeting called to order at 2:04pm by President Hine.

**Minutes**

Ms. Eggert moved to approve the minutes of the July 16, 2013 meeting as disseminated.  
Ms. Wells seconded the motion. Motion passed unanimously.

**President's Report**

President Hine stated Maryland Advisory Council for Libraries (MACL) task force has been formed and begun work. Next SMRLA board meeting is September 10<sup>th</sup>.

**Director's Report**

**FY13 Budget**

Ms. Plymire discussed FY13 budget.

**FY14 Budget**

Ms. Plymire reviewed the FY14 budget.

**FY15 Capital Budget**

Ms. Plymire shared the FY15 capital budget requests that have been submitted to the county.

**Comments**

Ms. Plymire shared a thank you letter sent by Prime Time Child Care Center for work of summer reading and outreach services.

TOPS (Take of Pounds Sensibly) also sent a letter of thank you as well a donation.

**Incident Reports**

Ms. Plymire reported no incidents this past month.

**Accident Reports**

Ms. Plymire related 3 minor accidents reported in the past month.

**Monthly Reports**

Ms. Plymire distributed monthly reports for March, April and May.

**Twin Beaches equipment cabinet**

Ms. Plymire relayed that equipment cabinets have been installed behind the circulation desk at Twin Beaches.

**One Maryland One Book**

Ms. Plymire shared, "King Peggy", the current One Maryland One Book. The author will be presenting in St. Mary's County. Ms. Plymire will present a discussion here in Prince Frederick.

**Integrated Library System (ILS) Update**

Ms. Plymire reported that face-to-face negotiations will occur in September with Polaris. The migration will definitely happen.

**State Funding Memo**

Ms. Plymire stated that President Hine and Commissioner Nutter have both signed the state funding memo.

**Volunteer appreciation**

Ms. Plymire thanked the Trustees for their hours of volunteer service they provide Calvert Library.

**FY13 Circulation Report**

Ms. Plymire distributed the circulation report for FY13. She also shared the increase in use of circulation, attendance at events, and computer use at the Southern Branch since it moved to Solomons.

**New Monthly Reports format and procedure**

Ms. Plymire shared a sample of a new way to present the monthly report.

**Southern furniture etc. – County Asset Holdings**

Ms. Plymire shared that the county would like to tag the new furniture purchased by the Foundation for the Southern Branch.

**New Business****County Ethics Handbook**

Ms. Plymire distributed the Calvert County Ethics Code Pocket Guide and solicited signatures from the board acknowledging their receipt and lack of conflict with the policy.

### **Adult Fiction DVD limit**

Ms. Plymire shared that the branch managers would like to increase the DVD limit to 20. Advantages and disadvantages were discussed.

Ms. Cunningham moved to raise the limit of DVDs that can be checked out at one time to 20 DVD's per genre from 10. Mr. Garrett seconded the motion. Motions passed unanimously.

### **Meeting Room Policy**

President Hine discussed the implications of allowing campaign or political meetings to be held in Calvert Library meeting rooms. This was in response to an inquiry from a local campaign that caused staff to question the current policy. Ms. Plymire will create a revised draft for the Board to review.

### **Signage of groups using the meeting rooms**

In relation to the discussion about the meeting room policy, Ms. Plymire requested that a rule be added to the meeting room guidelines stating that signs placed by outside groups be limited to the stand outside the door and not be any larger than 8.5x11. She will include this in the draft for review at the October board meeting.

### **Neutrality Policy**

Ms. Plymire requested that she also be permitted to draft a neutrality policy which would expand the neutral stance of the library, currently stated in the Bulletin Board Policy, in language that encompasses the entire building. The board approved this request to draft a policy for their review.

### **Announcements**

### **Public Comment**

There was no public comment.

Meeting adjourned at 3:45pm by President Hine.

### **Next Meeting**

September 16, 2013 at 2pm in Prince Frederick

Respectfully submitted,

Beverly Izzi