

Board of Library Trustees
January 15, 2013
Minutes

Present:

Kip Hine, President
Rene Cunningham
Celeste Fort
Nick Garrett
JR Mathers
Terese Wells
Patricia Hofmann, Director
Beverly Izzi, Recorder

Present via telephone:

Karen Eggert, Vice President

Call to Order

The meeting was called to order by President Hine at 2:02 pm.

Staff Handbook Presentation

Lorraine Kituri from Singer group presented the Calvert Library Staff Handbook to the Trustees. Ms. Cunningham made a motion to approve and accept the new employee handbook as written and seconded by Mr. Mathers. Motion approved unanimously.

Minutes

Minutes were disseminated electronically by Ms. Hofmann. Ms. Cunningham moved to accept minutes of December 18, 2012 meeting. Ms. Wells seconded motion. Motion passed unanimously.

President's Report

President Hine noted that a strategic plan is being created for SMRLA.

Director's Report

FY 2013 Budget

Ms. Hofmann discussed the current FY 2013 budget with the Trustees and informed them that funds are being spent as expected. Ms. Hofmann noted that income is lackluster. The Friends received two \$1000 donations during their membership renewal. She attributes this to their love of the library.

Donations

Ms. Hofmann noted an anonymous donation of \$500 from a Southern Branch customer and another donation of \$100 to Calvert Library Prince Frederick.

Staffing

Ms. Hofmann relayed that current employees will fill two of the four open positions at the Southern Branch. Barbara Boward will take the full time position and Nancy Radcliffe will fill a part time position. Margie Rhoden is retiring at the end of June. Her position will also be open.

Accident Report

Ms. Hofmann noted two small accidents that happened in the last month.

Incident Report

Ms. Hofmann relayed one incident where youth were asked to leave at the Twin Beaches branch.

Old Business

Southern Branch

Ms. Hofmann noted that construction is underway on the Southern Branch in Solomons. She shared that funds to complete the project have been identified. Some of the laminate selections have been discontinued, replacements have been selected. The shelving order has been placed. Most of the metal studs are up for the interior walls. Part of the sidewalk will need to be replaced near the side exit. The project is still on track as far as we know.

Library Director Position

President Hine noted that we have received 1.5 applications for the open position to date. President Hine encouraged the Trustees to evaluate the applications when they are received. Ms. Hammett can provide the Trustees with any forms they need.

New Business

Ms. Cunningham noted that Windsor Salon will be the next show for “Art in the Stacks” at Calvert Library Prince Frederick.

Reports

Friends of the Library

Friends of the Library made \$2000 at the annual books sale last weekend. Books and Bubbly will be held January 18th.

SMRLA

President Hine reported the corporate meeting will be February 12, 2013. SMRLA has a new employee, Jennifer Hopwood. She replaces Jennifer Falkowski who replaced David Paul.

Foundation

Ms. Hofmann noted that the Foundation is planning their schedule for 2013.

Announcements/Other

Books and Bubbly will be January 18th from 7 to 9 pm.

Maryland Library Legislative Day and Reception, February 13, 2013. All Trustees are encouraged to attend. President Hine and Ms. Wells confirmed they will attend.

The Southern Maryland Delegation reception is at Loews on February 28th.

Next Meeting

The next Trustee meeting will be held February 19, 2013 at 2pm at Calvert Library Prince Frederick

Public Comment

There was no public comment.

Adjournment

Meeting adjourned by President Hine at 2:50 pm.

Respectfully submitted,

Beverly Izzi