

Board of Library Trustees
January 17, 2012
Minutes

Present:

Kip Hine, President
Karen Eggert
Celeste Fort
Martha Grahame
JR Mathers
Patricia Hofmann, Director
Beverly Izzi, Recorder

Call to Order

The meeting was called to order by President Hine at 2:01 pm.

Minutes

Motion to approve minutes as amended of December 20, 2011 meeting was made by Mr. Mathers.
Motion seconded by Ms. Eggert. Motion passed unanimously.

President's Report

Reappointment of Celeste Fort

Celeste Fort was reappointed by the Calvert County Board of Commissioners as a member of the Calvert Library Board of Trustees.

Trustee Interviews held on January 9

Recommendations were sent by the Board to the Calvert County Board of Commissioners for a possible replacement for Martha Grahame, whose term has expired. Ms. Hofmann awaits news of the appointment by the Commissioners.

Director's Report

FY 2011 Comprehensive Annual Financial Report

Ms. Hofmann disseminated the FY 2011 Comprehensive Annual Financial Report to the Trustees.
Calvert Library is included as part of the Calvert County audit.

FY 2012 Budget

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

Donations

Ms. Hofmann noted several donations given to Calvert Library. Calvert Library received 3 books from the Republican Women Leaders of Calvert. These books about Ronald Reagan were dedicated to Delegate Mark Fisher, Delegate Tony O'Donnell and Frank McCabe. A generous cash donation in the amount of \$7,500 from Elizabeth Henderson was received by the Twin Beaches Branch. The Steadman family donated \$200 for Twin Beaches. An anonymous donation of \$500 was made to the Southern Branch. Rene Cunningham and Gerry Van DeVelde donated \$250 to the library.

Staffing

Ms. Hofmann reported that interviews for the Southern Branch Manager position will occur next week. Amanda Hummer has resigned her position.

Comments

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

Upgrades

Enterprise – February 13

Ms. Hofmann shared with the Trustees that SMRLA will update the customer interface to the online catalog. This will take place February 13, 2012.

Marina Interlibrary Loan system – Spring

Ms. Hofmann noted that the Marina Interlibrary loan system will be updated in the spring of 2012.

SOS Documents on File Server to Share Point Intranet

Ms. Hofmann relayed that the Calvert Library Intranet (SOS) documents will be moved to SharePoint Intranet with the help of SMRLA.

County Finance Changes

Invoices Submitted to Finance

Ms. Hofmann reported that the County has changed the workflow of invoices that are submitted to the County. Invoices are now to be submitted directly to the Finance Department.

Credit Card for Library Use

Ms. Hofmann has been informed that the Library will get a credit card from the County to use to purchase ebooks.

Credit Cards for Customer Use in planning stages

Ms. Hofmann announced that the County Finance Department is reviewing procedures for customer credit card payments for the library. With the Enterprise upgrade, SMRLA will start testing the ability for customers to pay their library account balance online, through the circulation system.

Grants Submitted

Ms. Hofmann noted that several grants have been applied for in this LSTA grant cycle:

Imaginative Play @ Your Library

This grant would allow the purchase of Imagination Stations at each Calvert Library location. Calvert Library would circulate low-tech toys, and add a "Playtime" program which will allow

parents an opportunity to network and to learn school success skills. The theme for this grant is “the simpler toy, the more complex the learning”.

Staff Development

This grant would provide the Library additional tuition money for staff development such as Masters degrees in Library of Science, attendance at the Leadership Institute, professional conference fees and AED training.

Master Plan for Facilities

This money would be used to hire an architect to create a plan for future library construction. Completing a Master Plan for Facilities is required before a library system can ask for state funds to help with a capital project.

Old Business

Southern Branch

Ms. Hofmann shared the current drawings for Calvert Library’s Southern Branch in Solomons.

Fund Raising for Southern Branch

Ms. Hofmann relayed fundraising ideas for the new Southern Branch location. The Foundation held a planning session for the campaign.

New Business

Representatives to Boards of Foundation and Friends

President Hine suggested that the Trustees should have a representative at each Friends and Foundation Board meeting. A suggestion was made to have a roster which would rotate the Trustees through these meetings. Ms. Eggert volunteered to organize the process. President Hine will send a note to the Presidents of the Friends and Foundation regarding this matter.

Recommendation to Increase Library Fines

Ms. Hofmann recommended that Calvert Library increase fines from \$.10/day/book to \$.20/day/book. She also recommends that Calvert Library give customers 3 day advance email notice. Ms. Eggert moved to increase fines to \$.20/day/book and to send an email notice to customers 3 days prior to due date. Mr. Mathers amended the motion to \$.25/book with email notice to customers 3 days prior to due date. Ms. Fort seconded the amended motion. The amended motion passed unanimously. The Trustees will allow Ms. Hofmann to manage the time for implementation of the increase of the fine and email notification.

Open Meeting

Ms. Eggert shared her research of the Open Meetings Act by other Boards as an informational exercise. The board discussed these findings. Ms. Eggert made a motion to prohibit the videotaping, televising, photographing, broadcasting or recording of Calvert Library Board of Library Trustees meetings. Mr. Mathers seconded the motion. The amended motion passed unanimously.

Reports

Friends of the Library

Ms. Grahame reported that the Friends of the Library books sale, January 12-14, 2012, made \$2,200. Ms. Grahame noted that the annual Books and Bubbly fundraiser will be held January 27th; invitations have been mailed.

SMRLA

President Hine reported that no meeting was held.

Foundation

The Calvert Library Foundation Award dinner honoring Senator Mike Miller and Donnie Radcliffe will occur Saturday, April 28, 2012.

Announcements/Other

Legislative Day, January 25

Ms. Hofmann noted that Legislative Day is January 25th.

Next Meeting

The next meeting will be held February 21, 2012, at 2:00 pm, at Prince Frederick.

Public Comment

There was no public comment.

Adjournment

The meeting was adjourned at 3:16 pm by President Hine.

Respectfully submitted,

Beverly Izzi