

Board of Library Trustees
October 16, 2012
Minutes

Present:

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

Excused Absence

Karen Eggert

Absent

Nick Garrett

Call to Order

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

Minutes

Mr. Mathers made a motion to approve minutes of September 2012 meeting as disseminated. Motion seconded by Ms. Fort. Motion passed unanimously.

President's Report

Sarah Avant – Student Learning Award

Ms. Avant, an MLS student receiving funding using SMRLA's continuing education grant, was given a Student Learning Award by President Hine.

Director's Report

FY 2012 Budget

Ms. Hofmann noted the finalized FY 2012 budget will be reviewed by the county auditor.

FY 2013 Budget

Ms. Hofmann discussed the current FY 2013 budget with the Trustees. Ms. Hofmann noted that fines collected are less than previous years. She attributes decrease to the addition of reminder email notification to customers of items due three days before due date.

FY 2014 Capital Budget

The County staff presentation to the County Commissioners about the capital budget will take place soon. The library has no projects for FY 14.

Donations

Ms. Hofmann noted \$150 was donated by the Calvert County Council of PTA's for the Summer Camps Fair.

Staffing

Ms. Hofmann reviewed the current changes in staffing with the Trustees. Karen Mauser replaced Glenda Fields as part time Public Services Librarian at Prince Frederick.

Allyson Evans is resigning to become the young adult librarian at Waldorf West.

Calvert has lost a total of three employees to Charles County because of higher salaries, two recently to the new Waldorf West Library.

Comments

Ms. Hofmann noted one comment made in the past month regarding customer service.

Incident Reports

Ms. Hofmann relayed one incident that occurred during the past month at Prince Frederick. A teen girl was approached by a man in the library and made to feel uncomfortable. Calvert Library will add signs to the restrooms to encourage people to tell a librarian if another person in the library has made them feel uncomfortable.

County Inquiry

Ms. Hofmann relayed that a county employee working in purchasing had questions about the book vendor we use to purchase books. She has answered this inquiry.

Increase in Program Attendance

Ms. Hofmann noted there was a 5% increase in program attendance in FY12 over FY11.

Connect2Compete

Ms. Hofmann explained the Connect2Compete initiative. Ms. Hofmann noted this initiative will encourage people to go to the library for help with technology questions. In Calvert County, Comcast will offer low cost internet and computers to Free and Reduced Meal (FARM) families in the Calvert County Public School system.

Family Advisory Council

Ms. Hofmann noted Maryland is one of the states receiving a federally funded Race to the Top grant. Maryland is the only state which includes libraries in their grant. This grant includes a Local Early Childhood Education and Care Council. The library will have a representative on this council. As part of this grant, Calvert Library will create a Family Information Center and a Family Advisory Council at the new Southern location.

Credit Cards

Ms. Hofmann noted customers may now pay fines and other charges online using PayPal, or a credit card. This service began yesterday, October 15.

Old Business

MLC Progress with MOU

Maryland Library Consortium is having very slow progress with the Memorandum of Understanding (MOU) between public, academic and school libraries being sought by DLDS.

Southern Branch

Ms. Hofmann noted that construction began about October 9th on the Southern Branch in Solomon's. Value engineering savings provided contingency funds to the project. Lower grade materials have been substituted in several areas. A drop ceiling will be installed in lieu of the architect's suggestion for the ceiling.

Fundraising for Southern Branch Furniture/Equipment

Ms. Hofmann relayed that the Calvert Library Foundation has raised additional funds to complete the Southern renovation project. This will cover many needed features including: furniture, shelving, and extra computers. The County will do the actual move of the library.

Personnel Manual

Ms. Hofmann reported that the committee has met with the consultant two times. A draft is expected from the consultant soon, as a meeting is scheduled for next Thursday.

New Business

Meeting Room Policy

Ms. Hofmann requested a revision of the meeting room policy to allow an increase in the parameters of business use of the meeting rooms. We currently do not allow businesses to advertise public meetings in the meeting rooms. Trustees discussed the issue. Increased business use of the meeting rooms is a potential revenue generator. Ms. Hammett, the branch manager in Prince Frederick, will attend the next meeting to share why she has turned down businesses in the past few months. No action was taken on the policy.

Reports

Friends of the Library

Mr. Mathers will create questions and MC at the next Pub Quiz in November. Books and Bubbly will be January 18, 2013.

SMRLA

Mr. Hine reported that the SMRLA audit results were fine. He also reported that SMRLA will hire a new driver. SMRLA will add an assistant to help with the route, and a substitute driver will be on call. A larger truck may be needed in the future.

Foundation

Ms. Hofmann reported that the Foundation will meet tomorrow night. The Foundation is planning their yearly activities.

Announcements/Other

Annual Meeting Trustees and Citizens for Maryland Libraries

Trustees are able to make their reservation for the annual meeting that will be held at the new Waldorf West November 3rd from 10am – 2:30pm. Attendance is encouraged.

Next Meeting

The next Trustee meeting will be held November 20, 2012 at 2pm at Calvert Library Prince Frederick.

Public Comment

There was no public comment.

Executive Session

Ms. Wells made a motion to move to Executive Session to discuss a personnel matter. Mr. Mathers seconded the motion. Motion passed unanimously. Meeting moved to Executive Session. Ms. Fort moved to move back to regular session. Ms. Cunningham seconded. The meeting moved back to regular session. No decisions were made. Assignments were made to work on internal documentation.

Adjournment

The meeting was adjourned at 3:45 pm by President Hine.

Respectfully submitted,

Beverly Izzi