

**Board of Library Trustees**  
**November 15, 2016 – Prince Frederick - Minutes**

**Present:**

Martha Grahame, President  
Carolyn McHugh, Vice President  
Stewart Cumbo  
Wilson Parran  
Terese Wells  
Karen Eggert  
Celeste Forte  
Carrie Plymire, Director  
Emily Mudd, Recorder

**Call to Order**

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

**Minutes**

Ms. McHugh moved to approve the minutes of the September 13, 2016 meeting as disseminated electronically. Ms. Eggert seconded the motion. The motion passed unanimously.

**President's Report**

President Grahame reported on recent success of two Friends fundraisers. \$2,300 was raised during the November Pub Quiz. Friends also made over \$8,000 in profit from the Mini Golf Fundraiser which will go to purchasing new chairs for Calvert Library Prince Frederick.

**Director's Report**

FY17 Budget

Director Plymire reported that expenses on track for the year. Fines income is still much lower than anticipated due to auto-renewal. Plymire relayed that in conversation with county Finance Staff it was affirmed that the library was held harmless in situations like this when revenue does not meet projections.

Ms. McHugh inquired about possibility of public use of the plotter (poster-sized printer). Director Plymire will investigate that possibility.

Director Plymire reviewed highlights of her written report:

The Facilities Master plan process is going well. The data collection phase is underway.

CRAB card – The Board of County Commissioners ratified Calvert's participation in the White House Library Card Challenge at their meeting earlier this morning. The Institute for Museum and Library Services (IMLS) and the Urban Libraries Council have organized this challenge,

which is part of the White House ConnectEd initiative, to get school superintendents, library directors and county or municipal officials to commit to getting school children public library cards and making sure that students know how to access all of the resources of the public library. Plymire relayed to the BOCC that again, Calvert was ahead of the curve as Calvert County Public School children went back to school this fall with virtual library cards.

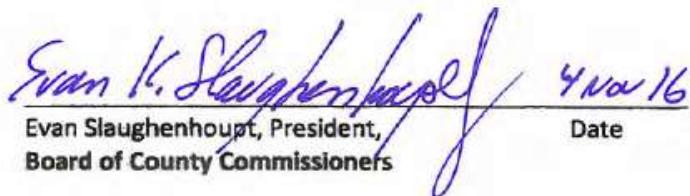
#### **White House Library Challenge Commitment Statement**

November 2016

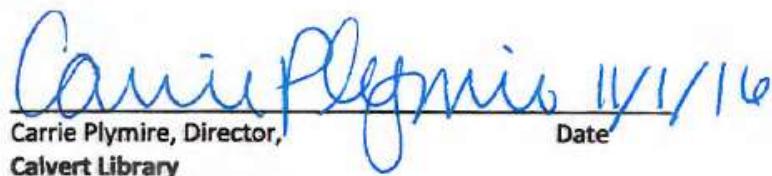
**Count us in! We are committed to working together as part of the White House Library Card Challenge to ensure that every K-12 student in Calvert County has a library card and knows how to use it to access the learning resources available at their public libraries.**

**We look forward to strengthening our partnership to widen access to essential learning resources, begin to close achievement gaps, and build a foundation for sustained collaboration to improve education outcomes for all students in our community.**

Sincerely,

  
\_\_\_\_\_  
Evan Slaughenhaupt, President,  
Board of County Commissioners      Date  
4/10/16

  
\_\_\_\_\_  
Dr. Daniel Curry, Superintendent of Schools,  
Calvert County Public Schools      Date  
11/2/16

  
\_\_\_\_\_  
Carrie Plymire, Director,  
Calvert Library      Date  
11/1/16

Plymire relayed that she taped a Comcast Newsmakers spot on November 14 and used that time to talk about all of the benefits of the CRAB card and the online resources provided by the library.

The Director also shared that she will be working with Dennis Nangle, Public Libraries and State Networking Branch Chief (the assistant state librarian) on a new Trustee Handbook. The current trustee handbook for MD Library Trustees was updated in 2009.

## **Unfinished Business**

### **Statistics – Door Count and Program Attendance**

The Board reviewed a draft of FY16 statistics prepared by the Director. She stated that the final draft of the data will be in the annual report which should be ready for the Board to review soon. Some of the door count numbers were quite different than previous years: Fairview's numbers were down significantly which was accounted for because Fairview got a new door counter installed in a spot that takes a more accurate count of library visitors. Director Plymire is considering the cost benefit analysis of installing thermal people counters in each branch. On the whole, the national trend is that in-person visits are down in libraries as digital use increases. Some MD libraries are using data from thermal people counters with circulation and reference stats to calculate appropriate staffing models, etc.

The draft data showed a decrease of approximately 300 classes in preschool programming numbers which Plymire is investigating. While the county birth rate is down the library has only dropped one storytime slot in the last year. Director Plymire explained that she'd used the new Tableau software to get the data but expects that when she goes back to the original data, there will be some fields that require clean up resulting in errors in the draft report. In general we are on track with national trends.

### **FY18-23 CIP – revisions**

Additional \$9,500 requested for Capital Hardware has been moved to the hardware line in the Operating budget. Since those funds are intended to shorten the replacement cycle of public and staff PCs from 8 years to 7 years, that expenditure is no longer capital eligible. The Bookmobile project has been moved to FY19. Twin Beaches land acquisition is still in FY19 as well. The Foundation is undertaking a Capital Campaign to raise money for a new bookmobile and for the next building project. Discussion ensued about additional operating costs that will accompany a new vehicle for mobile services.

## **New Business**

### **FY18 Draft Budget**

Carrie shared draft of the library's FY18 budget with the BOLT. The BOCC is willing to entertain new project and staffing requests. Calvert Library is requesting an Assistant Director and an IT Project Manager. Plymire has also requested an additional \$15,000 for digital collections.

### **BOLT Bylaws**

First item of discussion was Article IV, Section 2, term limits for officers. Second item of discussion was regarding frequency of BOLT meetings in Article V, section 1a. Discussion led to

making this section reflective of state law instead of BOLT practice. State law requires four meetings a year – at least one every three months. The current board will continue to plan at least ten meetings but did not want to be constrained by the bylaws. Third issue was found in the same section V, Section 1c. which refers to the specific day of the month for BOLT meetings; discussion revolved around making this statement more general. Once affirmed it was suggested that the bylaws be added to the library's website. They also need to be dated and signed.

Ms. McHugh moved that *Article IV, Section 2: Terms* read, "The term for an officer is one (1) year and said officer may not serve more than two (2) terms consecutively." Mr. Parran seconded the motion. After discussion, Ms. McHugh withdrew her initial motion and moved that the section read, "The term for an officer is one (1) year and said officer may not serve more than three (3) terms consecutively." Mr. Parran seconded motion. Motion carried unanimously.

Ms. Eggert moved that *Article V, Section 1c* read, "All regular meetings shall occur at a prescribed time to be designated by the President." Mr. Parran seconded motion. Motion carried unanimously.

Motion from Ms. McHugh that *Article V, Section 1a* read, "The board shall hold a regular meeting at least once every three months." Mr. Parran seconded motion. After discussion, the motion carried unanimously.

#### BOLT member interview questions

We have four excellent candidates. Interviews will be November 29<sup>th</sup> at 2pm at Calvert Library Prince Frederick. Director Plymire suggested that she send the Criteria for Selection to candidates now; the BOLT responded favorably. She also asked whether it was acceptable to let the candidates know what the general topics would be or share the actual interview questions with candidates. Group discussed and agreed that Plymire should mention the general topics of that will be discussed in the interview. There were no changes to the questions that will be asked. On the advice of the BOLT, each interview will be allotted 45 minutes.

#### Reports

Friends: Membership renewals are going out the first week of December. Booksale dates in January – 12-14, Pub Quiz again in March. Ms. Grahame also reported that the Friends did raise enough money to buy new chairs for Calvert Library Prince Frederick.

SMRLA. No meeting was held today because there was no quorum. Ms. Eggert reported that the new bylaws are going through final review by their attorney. SMRLA's Corporation meeting is scheduled in February and a vote on the bylaws will be on the agenda.

Foundation. Meeting tomorrow night to set goals for 2017. They are planning a Capital Campaign.

Ms. Eggert asked that we add a report from the Maryland Advisory Council on Libraries

(MACL) as Mr. Parran has recently been appointed to that Board by the Governor. The first meeting he attended was this past September. Mr. Parran is planning on giving a report on a recent opinion from the Attorney General regarding the relationship between local government and board of library trustees at the January BOLT meeting.

### **Announcements/Other**

There were no announcements.

### **Executive Session**

President Grahame stated that the remainder of the meeting would be in Executive Session to discuss the annual performance evaluation of the Library Director. Ms. McHugh moved to go into Executive Session according to statutory authority 3-305(b)(1) at 3:20pm. Mr. Cumbo seconded the motion. The motion passed unanimously.

Meeting moved to Executive Session at 3:21pm.

BOLT members Cumbo, Eggert, Fort, Grahame, McHugh, Parran and Wells attended the closed session. The BOLT discussed the Director's FY16 Performance Evaluation. No votes were taken.

The closed session adjourned at 3:56pm.

The regular meeting adjourned at 3:57

### **Next Meetings – November 29, 2:00 at Prince Frederick (Trustee Interviews)**

**December 13 2:00 at Prince Frederick**