

Board of Library Trustees
November 20, 2012
Minutes

Present:

Kip Hine, President
Karen Eggert
Celeste Fort
Terese Wells
Patricia Hofmann, Director
Beverly Izzi, Recorder

Excused Absence

Rene Cunningham
JR Mathers

Absent

Nick Garrett

Call to Order

The meeting was called to order by President Hine at 2:11 pm.

Minutes

Minutes were disseminated electronically by Ms. Hofmann. Ms. Fort moved to accept minutes of October 16, 2012 meeting. Ms. Eggert seconded motion. Motion passed unanimously.

President's Report

President Hine would like to have a budget committee to assure continuity after Ms. Hofmann retires. Ms. Wells was assigned this position.

President Hine relayed that Jennifer Falkowski will replace David Paul at SMRLA.

Board vacancies deadline 11/21

Both trustees have reapplied for their current position on the Board.

Director's Report

FY 2012 Statement of Activities

Ms. Hofmann shared FY12 Statement of Activities.

FY 2013 Budget

Ms. Hofmann discussed the current FY 2013 budget with the Trustees. Ms. Hofmann noted that funds are being spent as normal. Fine collection is below budget.

FY 2014 Budget Request

Ms. Hofmann presented the FY14 budget request to the Trustees. She included the cleaning contract in the budget for the Southern Branch. Thus, contracted services increased. Ms. Fort moved to approve the budget as submitted. Ms. Wells seconded the motion. Motion passed unanimously.

Donations

Ms. Hofmann noted Calvert Library received a \$1000 grant for One Maryland One Book from the MD Humanities Council.

Staffing

Ms. Hofmann stated Carrie Raines will replace Allyson Evans in Prince Frederick. She will begin December 3rd.

Comments

Ms. Hofmann shared a letter from the MD Humanities Council. They noted the exceptional partnership with Calvert Library and the community. Huntingtown High School students presented a readers theatre and live music performed to augment the presentation of *Cellist of Sarajevo*.

Incident Reports

Ms. Hofmann relayed several incidents that occurred during the past month. Ms. Hofmann shared a strange note on public bulletin board which named a Prince Frederick staff member. The flyer was removed and police were contacted. This was not a criminal matter. The customer who placed the flyer was told not to do this again.

County Inquiry about Book Discounts

Ms. Hofmann relayed that a county employee working in finance had questions about the book vendor Calvert Library uses to purchase books. She has answered this inquiry.

Opening of Waldorf West

Ms. Hofmann noted she attended the grand opening of Waldorf West on November 13, 2012, the new branch of Charles County Public Library.

Annual Report Draft

Ms. Hofmann shared a draft of the annual report with the Trustees.

Incentive Pay

Ms. Hofmann noted that the County will pay employees \$1000 for full time staff and \$500 for part time staff. This will happen in the December 13th pay check. This is a one-time incentive bonus.

Soft Hiring Freeze

Ms. Hofmann relayed to the Trustees that the County started a soft hiring freeze. It is unsure if the County expects the library to participate in the soft hiring freeze, or how it would be implemented.

Credit Cards Payments

Ms. Hofmann noted customers are now paying fines online using a credit card with the PayPal service. Customers are using this service. In most cases this has worked seamlessly. There have been only 2 problem transactions to this point which have occurred on the ILS side. SMRLA is investigating.

Old Business

Meeting Room Policy

Ms. Hofmann requested to revise the meeting room policy to allow an increase in the parameters of business use of the meeting rooms. Prince Frederick Branch Manager, Marcia Hammett, explained which businesses were turned away recently and why. Ms. Hofmann will present the Board with a draft of new policy changes to permit increased business use.

Interim Southern Branch

Ms. Hofmann noted that construction began about October 9th on the Interim Southern Branch in Solomons. She shared the Interior Renovation plan. The Foundation has approved \$225,000 from donated funds to provide furniture and equipment for the project. Included in the \$225,000 is \$13,100 for windows and \$11,650 for carpeting.

Personnel Manual

Ms. Hofmann reported that the final draft version of the Personnel Manual is being reviewed by staff at this time. She expects this version to be presented to the Trustees at the December meeting. Ms. Hofmann would like to present this document to the staff in February.

New Business

Refunds on Lost Items

Ms. Hofmann stated that historically Calvert Library has refunded customers if they find a lost item that they have paid for. The library does charge a small processing fee. With the addition of the option to pay online using PayPal, this issue has become more complicated. Ms. Hofmann recommended that we discontinue the practice of refunding the customer if they find an item they have paid for. It is a common practice by other library systems not to refund these items, since once paid for the item belongs to the customer anyway. Ms. Eggert moved to accept Ms. Hofmann's recommendation. Ms. Wells seconded this motion. Motion passed unanimously.

Library Director Position Documents

Ms. Hofmann shared a draft Job Description, Expectations, Job Announcement and Questions for the Director position. A timeline will be created for this process. Mr. Hine will meet with Ms. Hammett and Ms. Hofmann to create the timeline.

Reports

Friends of the Library

Ms. Hofmann mentioned that the Friends of the Library hosted a Pub Quiz in November. Mr. Mathers served as Quiz master and \$800 was raised. Books and Bubbly will be January 18, 2013. Author Christine Trent will participate. The Books Sale will be in January. It is membership renewal time.

SMRLA

Mr. Hine reported that the budget was discussed at the SMRLA meeting.

Foundation

Ms. Hofmann had no further information to report regarding the Foundation at this time.

Announcements/Other

Great Libraries

Ms. Hofmann shared an article called Great Libraries by Mary Rzepczynski, that was published in *Public Libraries*.

Next Meeting

The next Trustee meeting will be held December 18, 2012 at 2pm at Calvert Library Prince Frederick

Public Comment

There was no public comment.

Adjournment

Ms. Eggert moved to adjourn. Ms. Wells seconded the motion. Motion passed unanimously. Meeting adjourned by President Hine at 3:37 pm.

Respectfully submitted,

Beverly Izzi