

**Board of Library Trustees
December 18, 2012
Minutes**

Present:

Kip Hine, President
Rene Cunningham
Karen Eggert
Celeste Fort
JR Mathers
Terese Wells
Patricia Hofmann, Director
Beverly Izzi, Recorder
Marcia Hammett, Branch Manager Prince Frederick
Robyn Truslow, Public Relations Coordinator

Excused Absence:

Nick Garrett

Call to Order

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

Minutes

Minutes were disseminated electronically by Ms. Hofmann. Ms. Wells moved to accept minutes of the November 20, 2012 meeting. Ms. Eggert seconded the motion. Motion passed unanimously.

President's Report

President Hine attended the strategic planning meeting at SMRLA.

President Hine reported that all 3 counties will be participating in 500 by Five Initiative begun at Calvert Library, and recognized Ms. Izzi for sharing her idea beyond Calvert Library.

Election of Officers

Elections of officers for 2013 were held.

Mr. Hine was elected as President. Ms. Eggert was elected as Vice-President.

SMRLA Representatives for 2013

Mr. Hine, Ms. Cunningham and Ms. Fort will remain SMRLA representatives for 2013.

Appointment of Trustees by County Commissioners

Ms. Hofmann reported that Ms. Eggert and Ms. Cunningham were re-appointed to the Library Board of Trustees by the Calvert Board of Commissioners this morning.

Director's Report

FY 2013 Budget

Ms. Hofmann discussed the current FY 2013 budget. Ms. Hofmann said that funds are being spent at the normal rate. Ms. Hofmann noted fines increased over the past month.

Comments

Ms. Hofmann shared two comments: an email sent by Molly Crumbley explaining the most recent Lunch Bunch event, and a glowing letter from the Calverton School IB Team, complimenting the library, Marcia Hammett and Sarah Avant.

Donations

Ms. Hofmann noted Calvert Library received a donation of five books from the Republican Women of Calvert County and two books from President Hine.

Annual Report

Ms. Hofmann distributed the Annual Report for FY2012

2013 Meeting Schedule

Ms. Hofmann distributed the Trustee meeting schedule for 2013.

Old Business

Meeting Room Policy

Ms. Hofmann reviewed revisions of the Meeting Room Policy with the Trustees. Ms. Cunningham made a motion to approve the document as amended. Ms. Eggert seconded the motion. Motion passed unanimously.

Southern Branch

Ms. Hofmann noted that construction is underway on the Southern Branch in Solomons. The Southern Move team has been created and begun work. At the last construction meeting a potential opening date of April 1st was given. It is most likely that the County Commissioners will handle the grand opening. The Calvert Library Foundation will hold a reception for donors. The County is currently short in construction funds due to the expense of the HVAC system and re-grading of sidewalk. Value Engineering has already been done on this project. Ms. Hofmann will meet with the County Administrator and others about the funding tomorrow. The furniture orders for the public area and the staff office have been placed. The shelving order will be placed in the next day or two. The Calvert Library Foundation is paying for all the furniture and equipment in the branch, as well as the north-facing windows and the carpet upgrade.

Staffing for Southern

Ms. Hofmann noted that the County Commissioners approved four new staff members for the Southern Branch in Solomons; one full time, three part time. This increase is being funded mainly through salary and benefit savings.

Personnel Manual, Legal Review

The Trustees revised the draft Personnel Manual. The Trustees decided that a legal review is not necessary.

Library Director Position Documents

President Hine commenced discussion of the hiring process for the Library Director Position. Ms. Hammett reviewed the timeline. Ms. Truslow discussed ads and where they will be placed. President Hine shared his letter of introduction for the hiring packet. Ms. Hammett discussed information about the position, how to apply for the Library Director Position, Position Description, Application for Employment, and KSA's. Ms. Hofmann reviewed the Application Rating Form, Interview Questions, and Interview Rating Form. Ms. Hofmann suggested that at the February Trustee Board Meeting interview questions and process for the interview will be decided. President Hine will email Trustees with most important dates to set aside.

New Business

No new business at this time.

Reports

Friends of the Library

No new business at this time.

SMRLA

President Hine reported discussion of longevity incentives for SMRLA staff at SMRLA Board meeting.

He noted that the strategic planning committee's work is over.

Foundation

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

Announcements/Other

Books and Bubbly will be January 18th, 2013.

Next Meeting

The next Trustee meeting will be held January 15, 2013 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 4:33 pm.

Respectfully submitted,

Beverly Izzi