

**Board of Library Trustees**  
**February 19, 2013**  
**Minutes**

**Present:**

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

**Present via telephone:**

JR Mathers

**Absent:**

Nick Garrett

**Call to Order**

The meeting was called to order by President Hine at 2:03 pm.

**Minutes**

Minutes were disseminated by Ms. Hofmann. Ms. Eggert moved to accept minutes of January 15, 2013 meeting. Ms. Wells seconded the motion. The motion passed unanimously.

**President's Report**

President Hine noted that several applications for the Director position have been received and the deadline is four weeks away, so more are expected.

**Director's Report**

**FY 2012 Audit**

Ms. Hofmann distributed a selection of the Calvert County Comprehensive Annual Financial Report FY 2012 relating to the library. Ms. Hofmann reviewed these pages with the Trustees. There were no problems found or suggestions from the auditor.

**FY 2013 Budget**

Ms. Hofmann discussed the current FY 2013 budget with the Trustees.

**Donations**

Ms. Hofmann noted donation from SMECO of \$500; this will be used to buy a selection of board books for Southern. She also received a \$200 donation for Twin Beaches Branch and \$50 each from the League of Women Voters and the Commission for Women.

### **Staffing**

Ms. Hofmann reported that Ellen Ruoff will take the new full time position at Southern. McNevin Hayes will fill Ellen's position. There are currently 3 positions open at Southern, 1 at Prince Frederick and 1 at Twin Beaches. Interviews will occur over 2 days next week. William Berryhill has resigned his position as Computer Services Technician.

### **Accident Reports**

Ms. Hofmann noted one accident, when a small child fell and was injured at Twin Beaches. The child is fine.

### **Incident Reports**

Ms. Hofmann relayed several incidents. She noted there was vandalism in Prince Frederick in the men's public restroom. A couple of teens were asked to leave the library at Twin Beaches when they became unruly.

### **Comments**

Ms. Hofmann noted that a young man commented on how moved he was to see his grandparent on display at the photography exhibit, "My African American Community" at Prince Frederick.

### **500 by Five**

Ms. Hofmann distributed "500 by Five" window clings to the Trustees so they may promote the initiative.

### **Exhibit - My African American Community: Collection of Photographs and Stories**

Ms. Hofmann noted that the "My African American Community" Exhibit is on display through the month of February. As shared above, this exhibit has been very well received by the community.

### **Annual Report, FY 2012**

Ms. Hofmann distributed the Calvert Library Annual Report for FY2012.

### **Old Business**

#### **Staff Handbook**

Ms. Hofmann stated that she distributed the Staff Handbook to all staff at the February staff meeting and reviewed the changes with them. The new handbook is now in effect. Handbooks were given to the Trustees.

#### **Southern Branch**

Ms. Hofmann noted that construction continues for the Southern Branch renovation. Drywall is being installed. The Contractor is saying he will turn over the building April 15<sup>th</sup>. May 7<sup>th</sup> is a potential date for the dedication of the new location. President Hine noted that he saw windows going in yesterday. Ms. Hofmann noted that following the dedication there will be a week of events highlighting the new programs being offered at the new location. Some of these events include an evening storytime for children, family night, Calvert Conversations for seniors, and weekly movies for adults and children. Ms. Hofmann explained the details of moving the branch.

#### **Library Director Position**

We have received 3 applications. Ms. Truslow reported that she advertised in Library Hotline today. Ms. Hammett noted that the deadline is March 18. Ms. Hammett discussed the process for interviews. Trustees agreed all interviewers must be present for all interviews for legal reasons. Interview questions were discussed.

## **New Business**

### **Disclaimer**

Ms. Hofmann noted that a non-profit, the Sierra Club, showed a movie at the library regarding “fracking”. Publicity for this event did not indicate that this was not a library program, and some members of the public thought this was a library sponsored event. This was not a library sponsored program. Due to this event, the county attorney has written a statement for future similar events. Ms. Wells made a motion to post this disclaimer. Ms. Eggert seconded the motion. Motion passed unanimously. The disclaimer written by the county attorney will be posted at all library locations.

### **Cell Phone Question**

Ms. Hofmann relayed that a supervisor asked that a letter be written to her that indicates that the library requires her to carry a cell phone. The use is not a regular part or requirement of her job. The Trustees decided not to send a letter.

### **Reports**

#### **Friends of the Library**

No Friends meeting this past month.

#### **SMRLA**

President Hine reported the corporate meeting was held. The Trustees were showed what the regional library does from covering books to IT demonstration. President Hine was elected President of the SMRLA Board and Ms. Cunningham was elected as Treasurer.

#### **Foundation**

Ms. Hofmann noted that the Foundation meets tomorrow night.

### **Announcements/Other**

The Southern Maryland Delegation Reception will be held at the Loew’s Hotel in Annapolis February 28<sup>th</sup> from 7-9pm. One ticket is still available.

### **Next Meeting**

The next Trustee meeting will be held March 19, 2013 at 2pm at Twin Beaches Branch.

### **Public Comment**

There was no public comment.

### **Adjournment**

Meeting adjourned by President Hine at 4:08 pm.

Respectfully submitted,

Beverly Izzi