

**Board of Library Trustees**  
**February 21, 2012**  
**Minutes**

**Present:**

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

**Absent:**

Nick Garrett

**Call to Order**

The meeting was called to order by President Hine at 2:00 pm.

Ms. Hofmann introduced Colleen Cano, upcoming Branch Manager for Southern. Ms. Cano presented her background and expressed her enthusiasm for the new position.

**Minutes**

A motion to approve the minutes of January 17, 2012 as disseminated by the Director was made by Mr. Mathers. Motion seconded by Ms. Eggert. Motion passed unanimously.

**President's Report**

President Hine introduced the new Board of Library of Trustees member, Terese Wells. President Hine and Ms. Hofmann had conducted an orientation for Ms. Wells.

President Hine reported that the Maryland Advisory Council on Libraries (MACL) will meet next week.

**Director's Report**

**FY 2012 Budget**

Ms. Hofmann reviewed the FY 2012 budget. She reported that fine income continues to decrease.

**FY 2013 Budget**

Ms. Hofmann reported on the cuts incurred by Calvert Library over the past several years. She reviewed current proposed cuts anticipated by the State and County with the Trustees and various courses of action were discussed. Final decisions will wait until the budget situation becomes clearer.

## **Donations**

Ms. Hofmann noted several donations given to Calvert Library.

## **Staffing**

Ms. Hofmann reported that Colleen Cano will be the new Southern Branch Manager upon the retirement of Trudy Mihalcik. Jan Kenney will become the Children's Supervisor in Prince Frederick. Tiffany Sutherland, holding a 28 hour position, will fill Amanda Hummer's full time position. Shannon Woodard, holding a 21 hour position, will take the 28 hour position in Prince Frederick. Glenda Fields, holding a 21 hour position at Twin Beaches Branch, will take the 21 hour position in Prince Frederick. There is a 21 hour Public Services Librarian position open at the Twin Beaches Branch.

## **Comments**

Ms. Hofmann noted several customer comments. Carolyn Hobbs from the Career and Technology Academy noted that their enrollment tripled this year, in part due to the library partnership. One customer noted that she was inspired by the Civil Discourse series at Calvert Library.

## **Incident Reports**

Ms. Hofmann reported several incidents to the trustees. Ms. Hofmann relayed that there had been a complaint about a screaming baby and her father at Twin Beaches Branch. A similar incident has happened before with this family. These incidents involve a court ordered visitation, apparently being held at the library. There ensued a short discussion on the ramifications of court ordered visits to the library. No decisions were made.

## **Accident Reports**

Ms. Hofmann reported one minor accident, in which a customer slipped on water on the floor at Fairview. The customer is fine.

## **Zoom Text**

Ms. Hofmann reported that Zoom Text, screen magnifier/reader software, will be added to a computer station at each branch. This accessibility software is used by the visually impaired. The Southern Maryland Federation of the Blind provided the Zoom Text software.

## **Race to the Top/Family Advisory Council**

Ms. Hofmann reported that the Maryland State Department of Education has received a federally funded "Race to the Top" grant. This application included public libraries and was the only application in the country to include a library component. Each library system in Maryland will form a Family Advisory Council and will also have a Family Information Center. The libraries' role in the grant will begin in 2013 and all counties will be phased in by 2015. Calvert Library already has Parenting Centers at each branch and Ms. Hofmann noted we look forward to establishing a Family Advisory Council.

## **Ebook Acquisition**

Ms. Hofmann noted that libraries are unable to purchase ebooks from several publishers. These publishers at this time are: Macmillan, Simon & Schuster, Brilliance, Penguin and Hachette.

**Enterprise Upgrade**

Ms. Hofmann noted that a catalog upgrade, Enterprise, occurred last week.

**Art Displays**

Ms. Hofmann noted that Twin Beaches has installed their art displays and Prince Frederick has received the supplies to hang displays. Each branch has a volunteer to manage the displays. Ms. Cunningham is the art coordinator for Prince Frederick.

**Old Business**

**Representatives to Boards of Foundation and Friends**

Ms. Eggert will send a copy of the rotation schedule to the Trustees as one Trustee will represent the Board at each monthly meeting.

**Southern Branch**

Ms. Hofmann shared the current floor plan for the new Southern Branch location.

**Fund Raising for Southern Branch Furniture/Equipment**

Ms. Hofmann noted that the Foundation has begun a Capital Campaign for purchase of furniture and equipment for the interim Southern Branch location.

**Recording meetings of the Board of Library Trustees Retirement Audit**

President Hine shared that on page 26 of the Open Meetings Act manual a flat prohibition of recording is cited as not considered “reasonable” as required by the law. Taking this into account, Ms. Eggert moved to amend the policy regarding the recording of Trustee meetings to add “advance permission is required”. The statement will read “Advance permission is required to videotape, televise, photograph, broadcast or record meetings of the Board of Library Trustees.” Mr. Mathers seconded the motion. Motion passed unanimously.

**New Business**

**Web Site Accessibility**

Ms. Hofmann shared a study about website accessibility in Maryland libraries, which is required by law. In this study Calvert Library’s website had three deficiencies out of fourteen categories. The Library has corrected one of these deficiencies already and is working on the other two. DLDS will provide training to assist the counties.

**Increase Library Fines**

Ms. Hofmann shared further information regarding increasing library fines.

<b>Item</b>	<b>current fine &amp; maximum fine</b>	<b>proposed fine &amp; maximum fine</b>
Books	10 cents (25 already approved)/ \$5	25 cents/\$10
Children's CD Rom	10 cents/\$5	25 cents/\$10

Music CD	10 cents/\$5	25 cents/\$10
Audio Book, abridged	10 cents/\$5	25 cents/\$10
Children's audio book	10 cents/\$5	25 cents/\$10
Audio Book, unabridged	\$1/\$10	\$1/\$20
DVD/Video, educational	\$1/\$10	\$1/\$20
CD Rom	\$1/\$10	\$1/\$20
DVD/blu ray/Video, entertainment	\$1/\$10	\$1/\$20
Video Game	\$1/\$10	\$1/\$20
Book Express	25 cents/\$5	50 cents/\$10

Ms. Eggert moved to approve all proposed increases of fines and maximum fines per above loan chart. Ms. Cunningham seconded the motion. Motion passed unanimously. Ms. Hofmann noted that fines will increase with advance notice to the public.

### **Reports**

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

The Friends recently participated in the “I Love my Library” campaign, a project of Citizens for Maryland Libraries.

#### **SMRLA**

President Hine reported that SMRLA held a corporate meeting. There was an ethics presentation about non-profit organizations. Information will be shared with the Friends and Foundation.

#### **Foundation**

Ms. Fort attended the Foundation meeting. She reported that a Southern customer presented her ideas for soliciting corporate donations. Ms. Fort also noted a Combined Federal Campaign application has been submitted by Scott Deacon.

### **Announcements**

#### **Legislative Reception – February 23**

Ms. Hofmann reported that a Southern Maryland Delegation Legislative Reception will be held February 23 at Loew’s Hotel in Annapolis. All Trustees are invited. Ms. Wells stated she will be able to attend. Ms. Hofmann will need to let SMRLA know who will attend, as they are coordinating our attendance.

#### **Calvert Library Foundation Award Dinner, April 28**

Ms. Cunningham noted that the Calvert Library Foundation Award Dinner will be April 28<sup>th</sup> at Solomon’s Island Yacht Club. Mike Miller will receive the award this year in view of his long standing support of the library and helping to acquire funding for the Prince Frederick location . Local author and past Trustee, Donnie Radcliffe, will also be honored, posthumously.

### **Next Meeting**

The next meeting will be held March 20, 2012, at 2:00 pm, at Calvert Library Southern Branch.

### **Public Comment**

There was no public comment.

### **Executive Session**

Ms. Eggert moved to adjourn the meeting to Executive Session. Mr. Mathers seconded motion. All in favor. The meeting moved to Executive Session at 3:55 pm. Discussion took place about a personnel matter. The meeting moved back to regular session at 4:10 pm.

Ms. Cunningham moved and Ms. Eggert seconded to approve a leave request from Robert Gatton. All in favor.

### **Adjournment**

The meeting was adjourned at 4:12 pm by President Hine.

Respectfully submitted,

Beverly Izzi