

## **Board of Library Trustees**

**March 20, 2012**

### **Minutes**

#### **Present:**

Kip Hine, President

Rene Cunningham

Karen Eggert

Celeste Fort

Nick Garrett

JR Mathers

Terese Wells

Patricia Hofmann, Director

Beverly Izzi, Recorder

#### **Call to Order**

The meeting was called to order by President Hine at 2:04 pm.

#### **Minutes**

A motion to approve minutes as amended of the February 21, 2011 meeting was made by Ms. Eggert. Motion seconded by Ms. Fort. Motion passed unanimously.

#### **Report from Trudy Mihalcik**

Retiring Branch Manager Trudy Mihalcik commented on her experience as a librarian.

#### **President's Report**

President Hine had nothing new to report at this time.

#### **Director's Report**

##### **Retirement System Audit Findings**

Ms. Hofmann reported to the Trustees that she received a letter from Maryland State Retirement and Pension System dated February 29, 2012 which reported there were no audit findings for the retirement audit.

##### **FY 2012 Budget**

Ms. Hofmann reviewed the FY 2012 budget with the Trustees.

Mr. Mathers made a motion to approve the transfer of funds from Programs (\$1,000) and Supplies (\$4,000) to Hardback Books (\$5,000.) Ms. Fort seconded the motion. Motion passed unanimously.

### **FY 2013 Budget, Hearing 3/13**

Ms. Hofmann reviewed the FY 2013 budget with the Trustees and discussed the Budget Hearing held March 13, 2012. The County budget will be finalized near the end of the fiscal year.

### **Staffing**

Ms. Hofmann reviewed the current changes in staffing with the Trustees.

Upon Trudy Mihalcik's retirement, Colleen Cano becomes Southern Branch Manager; Jan Kenney becomes Children's Supervisor in Prince Frederick; Sandy Hunting becomes the full-time children's librarian at the Twin Beaches Branch; Shannon Storm becomes the part-time public services librarian serving children at the Twin Beaches Branch. McNevin Hayes was hired as a part-time public services librarian at the Twin Beaches Branch. These changes will become effective April 2, 2012, with the exception of the new employee who will begin on April 9.

Upon Amanda Hummer's departure; Tiffany Sutherland becomes full-time in the Reference Department in Prince Frederick; Shannon Woodard becomes the 28-hour public services librarian in Circulation at Prince Frederick; Glenda Fields replaces Ms. Woodard's 21-hour public services librarian position in Circulation in Prince Frederick; leaving a part-time position open at Twin Beaches. A person will be offered that position later today and we expect the position will be filled on April 9.

Mary Whoolery has resigned her position as full time Public Services Librarian at Twin Beaches. Ellen Ruoff will replace Ms. Whoolery in that position. Ellen's part time Public Services Librarian position at Prince Frederick is open.

### **Comments**

Ms. Hofmann noted several comments that were received in the past month.

Loretta Henson wrote a letter to Ms. Hofmann thanking Calvert Library for the events presented during Black History month in February.

Ms. Hofmann shared postcards collected by the Friends of Calvert Library regarding the importance of the library to the community. Postcards are on display at Calvert Library Prince Frederick.

### **Incidents**

Ms. Hofmann relayed several minor incidents that occurred during the past month.

### **Southern Maryland Delegation Reception 2/23**

Ms. Hofmann announced that the Southern Maryland Delegation Reception occurred February 23, 2012 at the Loews Hotel in Annapolis. Ms. Wells and Ms. Fort attended the reception with Ms. Hofmann.

### **Pension Shift Press Conference 2/28**

Ms. Hofmann noted that the County held a Press Conference regarding the Pension Shift February 28, 2012. Ms. Hofmann was one of the speakers at the Press Conference, and she received a thank you letter from the County Commissioners.

### **Visit to Southern Maryland Delegation 3/2**

The Directors from Southern Maryland visited the Southern Maryland Delegation March 2, 2012, in Annapolis.

### **Public Librarian Association Conference**

Eight supervisors from Calvert Library attended the Public Librarian Association Conference in Philadelphia, PA this past week. Some of the themes noted were partnerships and community involvement, to be mobile friendly, and the trend to buy more paperback books.

### **Old Business**

#### **DVD Status**

Ms. Hofmann reported that the DVD theft case went to court March 19, 2012. The defendant was given a choice of community service or jail time during sentencing. Ms. Hofmann will continue to pursue legal action against the other persons involved in the DVD thefts in which these items were sold to a pawn shop in St. Mary's County.

#### **Southern Branch**

Ms. Hofmann and Anita Jones, County Capital Projects Coordinator, will present a report on the status of the Southern Branch project to the Calvert County Commissioners next Tuesday. Ms. Hofmann will inform the Trustee's of the time of this meeting.

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

Ms. Hofmann relayed that as of this date \$69,000 has been pledged or raised for the new Southern Branch location.

#### **Increase Library Fines**

Ms. Hofmann noted that the new fine schedule will begin April 12, 2012.

### **New Business**

Mr. Garrett asked Ms. Hofmann for details regarding the fine base.

### **Reports**

Ms. Eggert will resend the schedule for the Trustees representing the Board at the Friends and Foundation meetings.

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

Mr. Mathers will attend the next meeting

#### **SMRLA**

President Hine noted no meeting was held.

**Foundation**

Mr. Mathers will attend the next meeting. Ms. Cunningham has noted invitations for the Foundation Award dinner have been sent out.

**Announcements/Other****Trudy's Retirement Gathering, March 31**

Ms. Hofmann noted that Trudy Mihalcik's Retirement Party will be held March 31<sup>st</sup> at Calvert Library Prince Frederick.

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

Ms. Hofmann stated that Calvert Library Foundation Award Dinner will be held April 28, 2012.

**Next Meeting**

The next meeting will be held April 17, 2012, at 2:00 pm, at Prince Frederick.

**Public Comment**

There was no public comment.

**Adjournment**

The meeting was adjourned at 3:17 pm by President Hine.

Respectfully submitted,

Beverly Izzi