

**Board of Library Trustees**  
**Minutes**  
**May 14, 2013**

Present:

M. Kiplinger Hine, Jr., President  
Rene Cunningham  
Celeste Fort  
Terese Wells

Excused Absences:

Karen Eggert  
JR Mathers

Unexcused Absence:

Nick Garrett

President Hine called the meeting to order at 2:10 p.m.

Minutes

Ms. Wells moved and Ms. Cunningham seconded the approval of the minutes of April 16, 2013. All in favor.

President's Report

President Hine reported that MACL (Maryland Advisory Council on Libraries) held a two day workshop to prepare a long range plan. The invited group created a plan with goals and objectives, and assigned responsibilities.

Director's Report

Ms. Hofmann presented the FY 2013 budget reports, income and expenditures. The library is on track with the budget.

Ms. Hofmann mentioned several incidents, including a woman in Prince Frederick who needed an ambulance, and a youngster who ran away from home and was located at Twin Beaches Branch.

Two staff accidents were reported. Both staff hurt their backs doing library work.

The library is fully staffed at this time. When Margie Rhoden retires at the end of the fiscal year, Ellen Ruoff will move to Prince Frederick, McNevin Hayes will become full time at Twin Beaches, and Megan Timmens will be hired to replace the part time position at Twin Beaches.

The CRAB is the quarterly newsletter of the Maryland Library Association. Calvert Library was prominently represented in the Spring issue with an article on the ALA Conference by Ms. Hofmann, an article about the Lincoln display and lectures by Robyn Truslow, an article about Ms. Hofmann's retirement, and the text of a speech by Ms. Hofmann.

The library has received the Copyright notification for the 500 by Five initiative.

The Foundation Center reviewed the library's work for the past year and gave us a very positive report, specifically thanking Cathey Moffatt-Bush. Robbie McLaughran coordinates that program for the library.

The library management team will hold an all-day session later in the week to create the work plan for next year.

#### Old Business

Southern Branch – Progress – Several permits have been received – plumbing, fire, electric and building. The Use & Occupancy permit was also to be received this morning, although confirmation on that has not been received. Staff were able to work in the building beginning yesterday. They are busy unpacking and arranging the library. The network is being installed and then the computers will be installed. This work is taking place in less than half of the time we had originally expected. Staff are working very hard to accomplish all they need to do before opening. Ms. Hofmann complimented the work of Colleen Cano and Maria Jolley, as well as other staff.

After the carpet was installed, the shelves were installed beginning on May 1 for three days. The moving company, Office Movers, moved the materials and the copy machine on May 6. The furniture and circulation desk were delivered and installed on May 7. The work of running wires and cables, including through the circulation desk, took about three days, from May 8 to 10. The County Buildings and Grounds staff worked to move furniture and boxes from the Lusby location to the Solomons location, and installed shelving and many more tasks, from May 8 to 10.

The Branch will open with the imagination station, a place for interactive play for children.

Bus Stop - The bus stop was discussed. Ms. Cunningham moved and Ms. Wells seconded that the proposal to move the bus stop around the corner to the north side of the building be approved. All in favor. This solution to the location of the bus stop satisfies all parties involved.

Dedication – The dedication will take place on Tuesday, May 21, at 3:00 p.m. Planning is underway for a notable ceremony. The library will open directly after the ribbon cutting.

#### Library Director

The Board has received the recommendation of the search committee and has selected and appointed Carrie Plymire to the position of Director, starting July 8.

#### New Business

Revision of Display Case Policy – Ms. Wells moved and Ms. Fort seconded that the Display Case policy be approved as revised. All in favor. Information about the dimensions of the display case at the Southern Branch was added to the policy, with a few additional changes.

#### Trustee Bylaws

The Board discussed proposed changes to the Trustee bylaws that would have created the position of secretary on the Board. Ms. Wells moved and Ms. Fort seconded that the

bylaws be amended. After discussion, the motion was defeated and the bylaws will remain as they are currently written.

#### Director Evaluation System

Ms. Fort and Ms. Eggert have completed research on how library directors are evaluated. Ms. Fort presented their work and received input for revision. She will integrate the comments for the revision to be presented at the next board meeting.

#### Reports

Friends of the Library – The Friends book sale will be Saturday, May 18, from 9 am to 3 pm at Prince Frederick.

SMRLA – SMRLA’s long range strategic plan for the years FY 14 to 17, was approved.

Foundation – The Foundation is holding a donor reception at Southern on Friday evening. The Foundation is sponsoring an art auction to be held on June 8, beginning at 7 pm, at the library. Attendance is strongly encouraged.

#### Announcements

#### Important Dates

May 17, 7 pm– Foundation Donor Reception

May 21, 3pm, Interim Southern Branch Dedication

June 22 – Pat Hofmann’s Retirement Party

The Board did not change the summer schedule. Meetings will be held in July and August.

The next meeting is on June 18, 2 pm, at Fairview.

The meeting was adjourned at 3:55 pm.

Respectfully submitted,

Patricia Hofmann  
Director