

Board of Library Trustees

May 15, 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 2:00 pm.

Minutes

April minutes were distributed and reviewed. A motion to approve minutes as disseminated by Ms. Hofmann was made by Ms. Eggert. Motion was seconded by Mr. Mathers. Motion passed unanimously.

President's Report

President Hine reported that he attended the Maryland Library Association (MLA) Conference this past week in Ocean City. Ms. Hofmann delivered a presentation about the Future of Libraries, Ereaders, which was very well received. The Maryland Advisory Council on Libraries (MACL) sponsored programming featuring Professor John Bertot, director of the I School's Center for Library and Information Innovation at the University of Maryland, discussing the future of libraries. Hine noted that Calvert Library currently provides many of these services, such as circulating eReaders. President Hine also noted that MACL will meet at end of month to plan a study on organizational structure.

Director's Report

FY 2012 Budget

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

FY 2013 Budget

Ms. Hofmann reviewed the FY 2013 budget with the Trustees.

Donations

Ms. Hofmann noted that the Southern Maryland Regional Library Association (SMRLA) sent Calvert Library reimbursement for staff training.

Staffing

Ms. Hofmann stated that Emelia Lee was hired to replace Karina Lopez. Pamela Perrygo has announced her retirement scheduled for August 1, 2012. Pam's retirement party is set for July 28th. Her position has been opened in house.

Comments

Ms. Hofmann noted several comments that were received in the past month: one regarding signage in Prince Frederick stacks, and a letter of thanks from Senator Barbara Mikulski regarding the "I Love My Library" project cards sent to her.

Incidents

Ms. Hofmann relayed several incidents that occurred during the past month. One took place in Prince Frederick when a parent called to report her 14 year old daughter was approached by a man who made her feel uncomfortable. A Prince Frederick customer had been drinking alcohol and was escorted out. A Twin Beaches branch customer's phone was stolen from inside their car and a police were called. In Prince Frederick a 15 year old had a note placed on the table next to her at a computer. All incidents were reviewed by managers.

Accident Report

A customer reported that her sister slid off a step outside the library and broke her foot. The accident took place two weeks before the call was made. The Branch Manager will investigate.

Newspaper Box at PF

Ms. Hofmann relayed that a Calvert Gazette Newspaper box was placed outside Calvert Library Prince Frederick. The County Attorney recommends allowing the box to remain, unless it is in the way of our customers.

Traveling Apprentice Article

Ms. Hofmann noted that Carolyn McHugh, President and CEO of the Calvert County Chamber of Commerce, wrote an article on her day working at Calvert Library for the Calvert Recorder as the "Traveling Apprentice". Ms. McHugh found her day to be challenging and informative.

Maryland Library Association Conference

Ms. Hofmann reported that eight staff members, two volunteers, and President Hine attended the Maryland Library Association Conference this year. She also noted that two speakers were from Calvert Library. Ms. Hofmann spoke on ereaders and Beverly Izzi spoke on emergent literacy and ereaders.

Libraries as Essential Services

Ms. Hofmann stated that State Senate Bill 858 and House Bill 1001 designated libraries as "essential services" during emergencies.

Summer

Ms. Hofmann noted that summer 2012 is planned and distributed flyers highlighting summer events and summer reading. She noted summer reading is for all, babies to adult.

Stolen Nook

Ms. Hofmann shared that a Nook was stolen from the Twin Beaches branch. Police are investigating this case. She also noted that one Kindle was broken; the customer paid for this and it will be replaced. She stated there were approximately 130 holds placed on devices at last check. Staff has found not only are ereaders being checked out to view the device but they are also being checked out for the content they provide.

Personnel Manual

Ms. Hofmann would like to hire a consultant to revise the personnel manual. She is working with County Purchasing staff about this project. An RFQ (Request for Quote) is being prepared by the County.

Speaking Engagements

Ms. Hofmann has presented at Asbury Solomons, answering questions about relocation of Southern Branch. She will also speak to the League of Women's voters at their annual meeting.

Leadership Institute – Beverly Izzi

Ms. Hofmann noted that Beverly Izzi will represent Calvert Library at the Maryland Library Leadership Institute this year.

Fire Marshal Inspection

Ms. Hofmann noted that an anonymous complaint was made to the Fire Marshal that Calvert Library Prince Frederick was blocking a staircase on the second floor. The Fire Marshal inspected the building and observed no violations.

Old Business

Southern Branch

Ms. Hofmann relayed that Southern's 95% drawings are ready to be sent to the county. She stated that a General Contractor has yet to be selected for the project and the design for the exterior sign needs to be approved by the Solomons Architectural Review Committee.

Fund Raising for Southern Branch Furniture and Equipment

Ms. Hofmann relayed that as of this date about \$80,000 has been pledged or raised for the new Southern Branch location. Mr. Garrett shared that a May 25th rock concert will be held at All Saints Church as a fundraiser for Southern Branch. 100% of proceeds go to Southern.

Ms. Hofmann noted that the Award Dinner was the last big fundraising activity for Southern. Ms. Cunningham noted that the dinner was beautiful and well attended. Ms. Eggert stated it was planned very well. All of the commissioners were able to stop by the event to provide some interesting comments.

New Business

Sign Policy - Fairview

Revisions are being made to the Fairview Sign Policy. Ms. Hofmann will bring revisions to the next meeting.

Maryland Library Consortium, Memorandum of Understanding

Ms. Hofmann distributed the Maryland Library Consortium Memorandum of Understanding. Trustees will review the document to discuss at the next meeting.

New Calvert County Ethics Code

Ms. Hofmann discussed the New Calvert County Ethics Code with the Trustees.

Reports

Friends of the Library

Ms. Cunningham will attend the next meeting for 5/16/12. Ms. Hofmann noted that the Friends will hold a book sale May 19th and 20th, 20th is the Market Square Festival 12 -4pm.

SMRLA

President Hine attended the last SMRLA meeting. He noted they received a report from Vicky Falcon on her marketing/publicity duties. SMRLA staff will receive a 2% COLA for FY 13. It was noted that a COLA or merit pay raise for the past 2-3 years has not been funded. He also noted that a study will be done to assess the possibility of replacing SIRSI/Dynix as the Integrated Library System (ILS) for the tri-county area.

Foundation

President Hine will attend the next meeting scheduled for 5/16/12.

Next Meeting

The next meeting will be held June 19, 2012, at 2:00 pm, at Fairview.

Public Comment

There was no public comment.

Adjournment

The meeting was adjourned at 3:29 pm by President Hine.

Respectfully submitted,

Beverly Izzi