

Board of Library Trustees
June 18, 2013
Minutes

Present:

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

Absent:

Rene Cunningham
Nick Garrett

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 the minutes as disseminated by Ms. Hofmann was made by Ms. Fort. Motion seconded by Ms. Eggert. Motion passed unanimously.

President's Report

President Hine reported that he attended the Maryland Advisory Council in May at which the Strategic Plan that was written at the conference in Annapolis was approved. Task planning will be done in July..

President Hine discussed the legal requirement for attendance of members at Board of Library Trustee meetings.

Director's Report

FY 2013 Budget

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

FY 2014 Operating and Capital Budgets

Ms. Hofmann reviewed the FY 2014 operating budget with the Trustees. She noted the operating budget for FY14 is \$ 3.7 million and staff are receiving a 1% COLA and a step increase.

Ms. Hofmann reviewed the Capital budget. She noted FY15 has a \$40,000 budget earmarked for a master plan for Calvert Library facilities, a requirement for future State Aid for building projects.

Comments and Suggestions

Ms. Hofmann noted a couple of comments and suggestions including a child who came in to Calvert Library Prince Frederick to get a library card after librarians had visited the child's school. Robyn Truslow was applauded for the Anti-Bullying event that the library held in May.

Incidents

Ms. Hofmann relayed several incidents that occurred during the past month: in Prince Frederick a customer was drunk and hurt himself outside of the library and there were two occasions at Twin Beaches branch where customers were asked to leave the library due to improper behavior and language.

Accident Report

Ms. Hofmann reported that Carol Bays, a current volunteer and former employee, fell off a chair at the Interim Southern branch and hurt her shoulder and wrist when the chair rolled unexpectedly. Carpets have been put under the chairs to prevent this kind of accident in the future.

Monthly Reports

Ms. Hofmann distributed monthly reports from July 2012 through January 2013.

Staffing

Ms. Hofmann stated that her last day will be June 30, 2013. Carrie Plymire will begin as director of Calvert Library July 8, 2013.

Mr. Mathers motioned to appoint Marcia Hammett Interim Director from June 30, 2013 to July 8, 2013. Ms. Eggert seconded the motion. Motion passed unanimously.

Ms. Hofmann noted Megan Timmons has been hired as a Public Services Librarian at Twin Beaches Branches and will begin training next week.

Old Business

Southern Branch

Ms. Hofmann relayed that the Interim Southern Branch at Solomons was dedicated and opened May 21st. Business is booming. Attendance at events is high and the branch is filling a need in the community. A small punch list still remains which is being addressed. Colleen Cano, Southern Branch manager is doing a wonderful job managing the new branch while paying attention to punch list items.

Orientation of Carrie Plymire

Ms. Hofmann relayed that orientation has begun with Carrie Plymire, Calvert Library Director designee. She will have five days of training with Ms. Hofmann before she begins her job officially. Ms. Hofmann noted how important it is that Ms. Plymire already understands the functioning of Maryland libraries and what a help this will be in her new position.

Director Evaluation

Ms. Fort distributed the draft Director Evaluation form. The Board discussed the form and the revised evaluation system. Ms. Eggert moved to approve Director Evaluation form as revised. Ms. Wells seconded the motion. Motion passed unanimously.

New Business

Designation/Removal of Retirement Coordinator

Ms. Hofmann will be removed as of June 28, 2013 as the Retirement Coordinator for Calvert Library. Ms. Plymire will be the Retirement Coordinator for Calvert Library.

Reports

Friends of the Library

Ms. Hofmann reported that a book sale was held and the June meeting was held last week. The Friends will take a break for the summer.

SMRLA

President Hine attended the last SMRLA meeting. He noted the annual audit will occur soon.

Foundation

President Hine reported that the recent Art Auction fundraiser by the Calvert Library Foundation made over \$10,000. This was an involved, impressive event.

Announcements

Ms. Hofmann relayed that the ILS Exploration team has recommended that SMRLA change to Polaris from SIRSI/Dynex. SMRLA is in negotiations with Polaris. This process will likely take about a year from negotiations to full implementation.

Ms. Hofmann noted that the work plan is complete for next year, teams are set, and tasks are set and ready to go. The Trustees thanked Pat and the Management Team for getting this important planning done and ready for the new Director.

President Hine noted that this is Ms. Hofmann's last meeting with the Trustees and they thanked her for all of her work and dedication.

Next Meeting

The next meeting will be held July 16, 2012, at 3:00 pm, in Prince Frederick.

Public Comment

There was no public comment.

Adjournment

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

Respectfully submitted,

Beverly Izzi