

**Board of Library Trustees**  
**September 18, 2012**  
**Minutes**

**Present:**

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

**Excused Absence:**

Terese Wells

**Call to Order**

The meeting was called to order by President Hine at 2:05 pm.

**Minutes**

Motion to approve minutes as disseminated by Ms. Hofmann of July 2012 meeting was made by Ms. Eggert. Motion seconded by Ms. Cunningham. Motion passed unanimously.

**President's Report**

President Hine is reading an interesting book on Board functioning. He will create a questionnaire for the Board based on his reading before the next meeting.

**Beverly Izzi - Leadership Institute and 500 by Five**

Ms. Izzi related her experience at the Maryland Library Leadership Institute in July. As a result of her work at the Institute, she will spearhead a Calvert Library initiative called "500 by Five". Calvert parents will be encouraged to read 500 books to their children by the time they are 5 years old, and various incentives will be provided.

**Terms of Trustees**

Ms. Hofmann noted that the following Trustees terms will expire within the year:

Karen Eggert, 1st term expires 12/31/12

Rene Cunningham, 1st term expires 12/31/12

## **Director's Report**

### **FY 2012 Budget**

Ms. Hofmann reviewed the final FY 2012 budget report with the Trustees. The results were excellent.

### **FY 2013 Budget**

Ms. Hofmann discussed the current FY 2013 budget with the Trustees.

### **FY 2014 Capital Budget**

Ms. Hofmann shared the FY 2014 capital budget with Trustees. A motion was made by Mr. Garrett to approve the capital budget as presented by Ms. Hofmann, seconded by Mr. Mathers. Motion discussed. Motion passed unanimously.

### **Donations**

Ms. Hofmann noted several donations which were received by Calvert Library.

### **Staffing**

Ms. Hofmann announced staffing changes.

Katherine Jolie was hired for a part time position at Fairview, and Glenda Fields is resigning for a position in Charles County at Waldorf West.

### **Comments**

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

A volunteer docent praised the library for the Lincoln exhibit and was grateful for the opportunity to volunteer for the project.

### **Incident Reports**

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

At Twin an altercation took place outside the library and police were called. Due to suspected drug dealing at Prince Frederick, police presence has been increased to combat the problem. Three incidents occurred in which teenagers were asked to leave Twin for being too loud.

### **Accident Report**

Ms. Hofmann relayed a couple of accidents that occurred during the past month. A woman fell outside at Twin Beaches and broke her wrist. A staff member at Prince Frederick pulled a muscle on duty while reaching for a book on the bottom shelf.

### **Monthly Reports**

April, May and June monthly reports were distributed.

### **Twin Beaches Circulation Desk**

Ms. Hofmann noted that Twin Beaches has received a new circulation desk. It is attractive and considerably more functional than the old desk. We worked with Douron for this project and it was funded by a memorial donation. The Trustees saw the new desk before the meeting.

### **Ebooks status**

Ms. Hofmann shared a chart showing how much libraries pay for ebooks compared to what the public would pay for an ebook. In some cases, prices to libraries are much higher than to the regular market. In addition, eleven of the top thirteen best sellers are not available to libraries in ebook format because the publishers refuse to sell them to libraries.

### **Ereader settlement**

Ms. Hofmann reported the findings of an important ereader settlement. The National Federation for the Blind sued Sacramento Public Library for circulating non-accessible ereaders. The settlement requires that libraries may no longer purchase any non-accessible readers. The current choices for accessible ereaders are limited to iPads and older models of Kindle. Calvert Library circulates Nooks (not accessible) and older models of Kindle (accessible.)

### **SharePoint Implementation**

Ms. Hofmann shared the progress of the SharePoint Implementation project. The library will use SharePoint as the intranet. The tech team and the management have been trained. All staff will be trained by December. This is an excellent resource for collaboration by staff. This is for internal use. SMRLA is paying, hosting and giving Calvert Library storage space.

### **One Maryland One Book**

Ms. Hofmann announced that this year's selection is *The Cellist of Sarajevo* by Steven Galloway. Calvert Library will host the author at a local high school. Many activities will happen around this book. Ms. Hofmann delivered copies to the County Commissioners and the Mayors of North Beach and Chesapeake Beach at their regular meetings.

### **SMRLA ILS Exploration Team**

Ms. Hofmann relayed that SMRLA has created an Integrated Library Systems Exploration Team which will investigate the possibility and advantages/disadvantages of changing to a new online catalog and circulation system. This complex project will take several months. A consultant, Joe Ford, has been hired by SMRLA to manage this process. Robbie McGaughran, Sarah Avant and Mary Perdue represent Calvert Library on the team.

### **Capital/Operating funding**

Ms. Hofmann shared a memo from Terri Shannon defining the difference between capital and operating funds. Some county employees are pointing the move of the Southern Branch as one of the reasons that county staff members are not receiving a raise. It is unfortunate that some staff do not understand the county budget. Ms. Hofmann discussed this topic at a staff meeting to ensure that library staff understand capital and operating funds.

### **SMRLA Planning**

SMRLA is looking at a new long range plan. Pat Hofmann and Kip Hine are representing Calvert Library on this committee.

### **Volunteer Appreciation Lunch**

The Volunteer Appreciation Lunch was held in August. County Commissioner President Jerry Clark spoke at this event.

### **Lincoln Display**

The Lincoln Display was very successful. Many attended the events and went through the exhibit. Robyn Truslow and her team deserve a lot of credit for dedication and hard work to ensure the success of this exhibit, lectures and events.

### **Old Business**

#### **Southern Branch**

The contract for the construction of the Southern Branch was approved for construction by the Commissioners on September 11.

#### **Fund Raising for Southern Branch**

Ms. Hofmann relayed that fundraising continues. The budget for the renovation is tight and the Calvert Library Foundation is raising all of the funds for furniture and equipment.

#### **Customer Comments/Survey Results**

Ms. Hofmann gave the Board an opportunity to share any further comments regarding the Customer Survey. The survey results will be used over the next two years as we plan library services and events.

#### **Personnel Manual**

Ms. Hofmann reported that the committee has met with the consultant twice. The Trustees will meet with Ms. Hofmann for their input on the manual. This will allow the Board an opportunity to discuss their ideas in a working session.

### **New Business**

#### **Smoking electronic cigarettes**

Ms. Hofmann stated that one individual has smoked and wants to continue smoking electronic cigarettes in the library. The Board agrees that smoking is not permitted inside the library, thus electronic cigarettes may not be used in the library.

### **Reports**

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

Friends made \$2000 at the last book sale. Mr. Mathers will MC at the next Pub Quiz in November, as well as creating questions and answers.

**SMRLA**

Mr. Hine reported that at the recent SMRLA Board meeting a decision was made to reinstate the pay for performance system there.

**Foundation**

Ms. Hofmann reported that the Foundation will meet tomorrow night. The Foundation was approved for the Combined Federal Campaign.

**Announcements/Other****Annual Meeting Trustees and Citizens for Maryland Libraries**

Ms. Hofmann noted that the next Trustees/Citizens for Maryland Library meeting will be held at the new Waldorf West Library on Saturday, November 3<sup>rd</sup> from 10am – 2:30pm. All trustees are encouraged to attend.

**Next Meeting**

The next Trustee meeting will be held October 16, 2012, 2pm at Calvert Library Prince Frederick.

**Public Comment**

There was no public comment.

**Adjournment**

The meeting was adjourned at 3:50 pm by President Hine.

Respectfully submitted,

Beverly Izzi