

**Board of Library Trustees  
Calvert Library Southern Branch  
June 13, 2017 at 2:00 pm – Minutes**

**Present:**

Delores Brown  
Stewart Cumbo  
Martha Grahame, President  
Catherine Grasso  
Jeffrey Lewis  
Carolyn McHugh, VP  
Carrie Plymire, Director  
Beverly Izzi, Recorder

John Norris, J.D. County Attorney, Calvert County Government  
Melissa DeCesaris, Children's Librarian, Southern Branch  
Rachel Gordon, Public Services Librarian, Calvert Library Mobile Services

**Absent:**

Karen Eggert

**Call to Order**

Meeting called to order at 2:02pm by President Grahame.

**Minutes**

Ms. McHugh moved to approve the minutes of the May 9, 2017 meeting as disseminated electronically. Mr. Lewis seconded the motion. The motion passed unanimously.

Motion to approve Board of Library Trustees (BOLT) agenda for June 13, 2017 made by Ms. Grasso. Motion seconded by Mr. Cumbo. The motion passed unanimously.

**Guest Presenters – STELLAR graduates**

STELLAR (Southern Maryland Training and Education in Library Leadership Advancement and Readiness) graduates, Melissa DeCesaris and Rachel Gordon shared their experiences and what they learned taking this six month program. The course, developed by the training coordinator at Southern MD Regional Library in collaboration with a team of tri-county librarians, was based on Kevin Eikenberry's book *Remarkable Leadership: Unleashing Your Leadership Potential One Skill at a Time*.

**President's Report**

President Grahame handed out the latest newsletter of Citizens for Maryland Libraries (CML) and urged the BOLT to become members.

## **Director's Report**

### **FY17 Budget**

Director Plymire shared the FY17 Budget with BOLT. Expenditures and Revenue were reviewed. Revenue has been consistent across the fiscal year. Expenditures are on track and Plymire expected most accounts to be spent down by the end of the fiscal year.

Director Plymire reviewed highlights of her written report:

Director Plymire shared that Calvert Library has several new staff. Juanita Anderson is part of Senior Community Service Employment Program, which will pay her salary for one year. Le'Andre Campbell and Robin Freeland have been selected as student interns funded by a Public Library Association (PLA) Inclusive Internship Initiative grant for up to 10 weeks over the summer. The summer interns will complete a connected learning project.

Director Plymire shared the latest draft of the Memorandum of Understanding (MOU) with Calvert County Government. Approval from the BOLT on the MOU is needed before it can be presented to the Board of County Commissioners (BOCC). The BOLT will meet for consideration of this sole item after the July 11 2pm Facilities Master Plan presentation.

### **Unfinished Business**

No Unfinished Business

### **New Business**

Discussion of site selection criteria

Director Plymire distributed a document listing considerations for site selection of future Calvert Library branches. These were general considerations like site of site, adequate parking, accessibility by road, pedestrian accessibility, proximity to public transportation, etc. Plymire proposed that the Mayors of Chesapeake and North Beach be invited to present possible sites to the BOLT at their August meeting. She will share the site selection criteria with them as well as the final report from the facilities master plan.

MLIS & IT Certification - Director Plymire shared a document outlining considerations for granting an educational increase to staff who obtain a Masters in Library & Information Science (MLIS) or an IT certification. She asked the BOLT to think about implications and stated that she would speak with Finance to identify next steps in approving a policy.

Board Retreat – President Grahame suggested that the BOLT hold a retreat to identify and implement ways the BOLT can support the strategic goals of Calvert Library. Another suggestion was to create a skills matrix to enable the BOLT to strategically fill future board vacancies. October 11 is a possible date in lieu of a regular meeting. Grahame will work with Director Plymire to bring in a facilitator and draft an agenda.

### Ethics Commission Advisory Opinion on Recusal

John Norris, J.D. shared the new pocket Guide from the Ethics Commission. He discussed recusal and lobbying. Discussion ensued regarding whether there were real or perceived conflicts of interest in Mr. Cumbo serving on the Board of Library Trustees and on the Chesapeake Beach Town Council. Mr. Cumbo stated that he did not think he had a conflict of interest because he was open to the library being sited in either town, he just wanted the process to be fair and open. Mr. Norris asserted that only the Ethics Commission can give an ethics opinion and Mr. Cumbo offered to seek an opinion from the Commission regarding whether he should recuse himself from all discussion and decision-making about the site for a new Twin Beaches Branch..

### Reports

#### Friends of the Library

Ms. Grahame reported that the Sidewalk Book Sale held May 20<sup>th</sup> made \$2,200 in the one day sale. Coupons were given to Barstow and Calvert Elementary students for 10 free books. Many students used these coupons. The June meeting will be tomorrow, June 14.

#### SMRLA

Southern Maryland Library Association's (SMRLA) May meeting was cancelled.

#### Foundation

President Grahame stated that the Foundation will have an Art Auction October 7. Director Plymire shared that the Books for Babies project which the Foundation has helped fund also received \$2,500 from the Calvert Optimist Club and \$2,500 from PNC Bank. With this increased funding, board books appropriate for a baby and sturdier bags will be purchased for Books for Babies which are given to each baby born at Calvert Memorial Hospital.

### Announcements/Other

A new picture was taken of the BOLT for the library web site.

#CalvertREADS - Each BOLT member made a personal reading challenge for the summer.

July 11, 2:00pm at Calvert Library Prince Frederick - Presentation from Toni Garvey - Facilities Master Plan Final Report

October 14, Saturday, Statewide Trustees, Friends, Foundation conference. Laurel Library  
9:30am-3pm

There was no public comment.

Ms. McHugh moved to adjourn.

President Grahame closed meeting at 3:40pm.

**Next Meeting** – July 11, 2017 3:30pm at Calvert Library Prince Frederick  
2:00 Facilities Master Plan presentation with consultant Toni Garvey