

**Board of Library Trustees  
August 11, 2015 –Minutes**

**Present:**

Karen Eggert, President  
Stewart Cumbo  
Martha Grahame  
Carolyn McHugh  
Terese Wells

Carrie Plymire, Director  
Beverly Izzi, Recorder

**Absent:**

Rene Cunningham, Vice President  
Celeste Fort

**Call to Order**

Meeting called to order at 2:00pm by President Eggert.

**Minutes**

Ms. Wells moved to approve the minutes of the June 09, 2015 meeting as disseminated electronically, with corrections, Ms. Grahame seconded the motion. The motion passed unanimously.

**President's Report**

President Eggert had no report.

**Director's Report**

**FY15 Budget**

Director Plymire shared the FY15 Budget with the Board of Library Trustees (BOLT). Income has been finalized, but Plymire reported that benefits have not been calculated and posted yet. She expects this to happen in the next few weeks. Once the benefits have been posted, a training charge will be moved from a grant account to the FY15 budget; this is estimated to leave the library with less than \$2,000 in unspent Operating monies.

**FY16 Budget**

Director Plymire shared the FY16 Expenditure Status Report from the first period with the BOLT.

**Director's Preliminary Written Report**

Director Plymire reviewed highlights of her written report. She was accepted into Leadership Southern MD; the Calvert Library Foundation will provide funding. She noted that she will be at

MACo (Maryland Association of Counties) for the rest of the week. She also shared that the certification for State Aid had arrived and required President Eggert's signature.

#### Staffing

Director Plymire shared staff changes and new staff members in written Director's Report.

### **Old Business**

#### EAP Provider

Director Plymire stated that she signed a temporary contract with BHS (Business Health Services) to act as the library's Employee Assistance Provider (EAP) from August 15 to November 31, 2015. We are attaching to the same contract that Calvert County Government attaches to; the original contracting agency is Anne Arundel County Government. Their contract is up for renewal and begins on Dec 1.

#### Facilities Master Plan

President Eggert shared that since only one bid was received for the Facilities Master Plan, the evaluation committee proposes that the BOLT not accept the current bid. The committee recommends that the bid be put out again with fewer stipulations or in a group RFP with Charles and St. Mary's County Libraries. Director Plymire learned in the last two weeks that there may be federal grant money available through DLDS to fund such a project. This could be very useful as all three county library systems need a Facility Master Plan. It would also be a larger and therefore, possibly more appealing, project for consultants. The complication President Eggert noted is that St. Mary's and Charles County Public Library are both in the process of hiring new directors. Timing an RFP for the consortia will depend on the DLDS grant cycle as well as the appointment of new Directors. Director Plymire stated that if the DLDS/tri-county project does not come to fruition, that the CIP money would still be available to the library.

Ms. McHugh moved that the BOLT not accept the current bid for the Facilities Master Plan and that we move forward in seeking a bid with the other 2 counties and grant money from DLDS. Ms. Wells seconded the motion. The motion passed unanimously.

### **New Business**

#### FY16 Budget adjustments

Director Plymire shared the adjustments she would like to make to the FY16 approved budget. She reminded the board that the adjustments were needed to integrate the increase in state funding resulting from the FY16 per capita increase. These changes include allotting \$5,000 to the marketing team to support strategic goal 4 "Tell Our Story." Aside from changes needed because of over or under-spend in FY15, the bulk of the additional money will be placed into Contracted Services until decisions are made regarding what projects should be funded.

Ms. Grahame made a move to accept the changes as proposed. Ms. McHugh seconded the motion. The motion passed unanimously.

#### Internet Safety Policy

Director Plymire shared a revision to the Internet Safety Policy.

Ms. McHugh moved that the BOLT accept the changes as recommended. Ms. Wells seconded the motion. The motion passed unanimously.

## **Reports**

### Friends of the Library

Ms. Grahame noted that the Friends will hold a Sidewalk Book Sale September 12, 2015. Setup will begin at 7am; take down will begin at 3pm. The BOLT is invited to help. The Friends Annual Meeting will be held September 9, 2015 at 7:00pm.

### SMRLA

There was no August SMRLA meeting.

### Foundation

Ms. Grahame reported that plans are progressing for the Foundation Awards dinner which will be held on September 19, 2015 at St. John Vianney's Family Life Center. It begins at 6:00.

## **Announcements/Other**

Thursday, August 20, 2015 will be the Volunteer Appreciation Luncheon at Calvert Library Prince Frederick at 12pm.

September 8, 2015 will be the Student Learning Reception at SMRLA at 11am. This is the recognition of those who received on their Master's degree in Library Science.

September 19, 2015 there will a Statewide Friends, Foundation and Trustees conference at the Arbutus Branch of Baltimore County Public Library.

## **Executive Session**

President Eggert stated that the remainder of the meeting would be in Executive Session to discuss the Director's annual performance evaluation. Ms. McHugh moved to go into Executive Session according to statutory authority 3-305(b)(1). Ms. Grahame seconded the motion. The motion passed unanimously.

Meeting moved to Executive Session at 2:50pm.

BOLT members Cumbo, Eggert, Wells, Graham and McHugh attended the closed session. Director Plymire shared her FY16 goals and then was excused from the meeting. The BOLT went on to discuss the Director's self-evaluation and salary. No action was taken.

The closed session adjourned at 3:50 pm.

Next Meeting – September 8, 2015 at Fairview Branch at 2pm