

**Board of Library Trustees  
September 8, 2015 –Minutes  
Fairview Branch**

**Present:**

Karen Eggert, President  
Stewart Cumbo  
Rene Cunningham, Vice President  
Celeste Fort  
Martha Grahame  
Carolyn McHugh  
Terese Wells

Carrie Plymire, Director  
Beverly Izzi, Recorder

**Absent:**

**Call to Order**

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

**Minutes**

Ms. McHugh moved to approve the minutes of the August 11, 2015 meeting as disseminated electronically. Ms. Wells seconded the motion. The motion passed unanimously.

**President's Report**

No report. President Eggert asked that Facilities Master Plan be added to Unfinished Business.

**Director's Report**

**FY15 Budget**

Director Plymire shared the final Expenditure report of the FY15 Budget with the Board of Library Trustees (BOLT). \$10,212.65 remained in benefits and a total of \$1,500.74 remained in the other operating accounts.

Plymire informed the BOLT that the county had selected a new auditor for the FY15 audit, SB&Company. The audit has not been scheduled yet.

**FY16 Budget**

Director Plymire shared the FY16 Expenditure Status Report with the BOLT. She noted that the budget adjustment approved at the August meeting had not yet been posted by Finance & Budget. An inquiry was made as to why the Adult and Children Program account is already 66% spent. Director Plymire explained that the Summer Fun performers for July and August 2015 have been paid from this account. Another trustee asked what the \$6,720.35 encumbrance was in Printing & Office Supply. Director Plymire will look into that and let the board know.

## Director's Report

### Staffing

Kat Jolie is leaving her position as a part-time public services librarian at Fairview to work at Waldorf West as a full-time assistant teen librarian. The internal opening for her position closes at 5:00 today (September 8.)

Director Plymire informed the BOLT that a proposed change to the rules of the Fair Labor Standards Act may impact some management team members at Calvert Library. The proposed rule would require overtime be paid to any employee making less than approximately \$50,440 in 2016. The supervisors at the Prince Frederick library would all fall into the category of staff who would qualify for overtime if they worked more than 40 hours a week. The public comment period for this rule change closed on September 4. Director Plymire will keep abreast of the issue.

Plymire shared final copies of the FY16-18 Strategic Plan with the BOLT. She noted that there are three goals which affect customers and two organizational competencies in the plan.

Director Plymire reported that she learned several useful processes and techniques at PLA Boot Camp. The session was intended to teach participants the nuts and bolts of the Public Library Association's strategic planning tools. Plymire noted that the Calvert Library strategic plan followed the PLA process by building the plan around community need. She learned the most about how to measure progress and setting targets that are reachable but challenging. There was also good content about conducting process analysis of programs and services. The overarching idea of the PLA planning process is to identify a reasonable number of service goals and focus resources only on those goals. Given the limited resources of most public libraries in funding and staff, the library cannot be everything to everyone.

### **Unfinished Business**

#### Facilities Master Plan

President Eggert reported that the boards of St. Mary's and Charles county public libraries are both ready to move forward with a joint Facilities Master Plan. SMRLA does not need to participate since they do not require a Facilities Master Plan to obtain state funding for building projects. Eggert stated that one of the counties would need to spearhead the project. Since Plymire is the only Director who is not "acting" this will fall to her. Plymire will contact the acting directors of both counties after their September board meetings and work with DLDS to obtain a grant to fund the plans.

### **New Business**

#### FY17 Capital Improvement Plan

The first draft of the County CIP budget for Calvert Library includes a FY19 renovation of Fairview Branch. TWIN pushed out one more year with design in FY20 and construction in FY21 and Southern is slated for land acquisition in FY22. If this plan stays as drafted both Twin

and Southern will be in their current locations beyond their current leases. A BOLT member inquired as to the size of Southern; Plymire stated that it is currently 9,800 ft<sup>2</sup>. Ms. McHugh shared a picture and asked that it be noted that she wants the next library to be as cool as the Kansas City Library.



#### Draft FY17 Budget

Plymire presented a draft of the library's FY17 budget. It included step increases for staff and she indicated that one staff member will be eligible for an education upgrade in FY17 for completing LATI (Library Associate Training Institute). In October, Plymire will request that the BOLT approve an increase for the Computer Technician position if that position is held by the same staff member for more than two years. This would mirror the education upgrade given to public service librarians after completing LATI and working for the library for two years. Plymire also included increases in the materials budgets. Budget instructions have not yet been received from the county but the budget will be due at the end of October; a few weeks earlier than usual.

#### 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.

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

#### **SMRLA**

SMRLA hosted a Student Learning reception at 11:00 today (September 8). Two from Calvert were recognized for receiving tuition assistance from SMRLA: Barbara Thorp, who graduated with her MLIS in May, and Megan Jones. Each recipient had an opportunity to speak.

#### **Foundation**

Ms. Grahame noted that it was not too late to reserve tickets for the September 19, 2015 Foundation Award Dinner at St. John Vianney's Family Life Center. It begins at 6:00 and tickets are \$100.

#### **Announcements/Other**

##### **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). Mr. Cumbo seconded the motion. The motion passed unanimously.

Meeting moved to Executive Session at 3:16pm.

BOLT members Cumbo, Cunningham, Eggert, Fort, Grahame, McHugh and Wells attended the closed session. The BOLT discussed the Director's performance evaluation and salary. No votes were taken.

The closed session adjourned at 4:30 pm.

Next Meeting – October 6, 2015 at Prince Frederick at 2pm