

**Board of Library Trustees
September 17, 2013
Minutes**

Present:

Kip Hine, President
Celeste Fort
JR Mathers
Terese Wells
Carrie Plymire, Director
Emily Mudd, Recorder

Absent:

Rene Cunningham
Karen Eggert
Nick Garrett

Call to Order

Meeting called to order at 2:08 pm by President Hine.

Minutes

Ms. Wells moved to approve the minutes of the August 20, 2013 meeting as disseminated. Mr. Mathers seconded the motion. Motion passed unanimously.

President's Report

President Hine stated that the Maryland Advisory Council for Libraries (MACL) task force is set to meet in November.

Director's Report

FY13 Budget

Ms. Plymire informed the group that the budget audit will take place on September 25th.

FY14 Budget

Ms. Plymire reviewed the FY14 expenditure and income statuses.

FY15 Capital Budget

Ms. Plymire reported that she sent the FY15 capital improvement budget requests to the county on September 5th.

Comments

Ms. Plymire shared a letter from a customer thanking the library for library services and customer service and requesting Sunday hours and technology helpers for computers much like those in St. Mary's County.

Ms. Plymire shared a thank you letter sent by Prime Time Child Care Center for summer reading and outreach services.

Ms. Plymire shared a request for outreach services from another day care, reinforcing that the service is in demand.

Incident Reports

Ms. Plymire stated that a bicycle was reportedly stolen from outside of the Twin Beaches Branch.

Accident Reports

Ms. Plymire related an accident at the Southern Branch involving a gentleman using the computers who fell when he attempted to sit on a chair; his leg pushed it out of position as he was sitting down.

Staffing

Ms. Plymire relayed that two staff members, one from Twin Beaches Branch and one from Fairview Branch are currently enrolled in the Maryland Library Associate Training Institute (LATI) program.

She also shared that Judy Upton has been conducting Storytimes for 30 years.

Monthly Reports

Ms. Plymire distributed monthly reports for June, July, and August. The August monthly report was in the new format which was discussed favorably.

One Maryland One Book

Ms. Plymire reported that she is close to completing her goal of sharing the current One Maryland One Book, "King Peggy," with county officials, including the County Commissioners and the mayors of North and Chesapeake Beach.

Integrated Library System (ILS) Update

Ms. Plymire stated that Southern Maryland Regional Library Association's (SMRLA) face-to-face negotiations with Polaris are scheduled. The contract will likely be signed and approved by the SMRLA board in November.

FY13 Circulation Report

Ms. Plymire reported that circulation was down 1.8% in FY13 as compared to FY12. She expressed interest in tracking the impact on circulation numbers of the August decision to raise the check-out limit for DVDs from 10 to 20 and having branches modify the way they count magazine circulations.

Southern Update

Ms. Plymire shared that the Southern Branch building punch-list is close to completion. Two projects for an electrician to complete are all that remain.

Strategic Plan

Ms. Plymire relayed that the library is exploring what formats might work best to complete the upcoming strategic plan. She is talking with consultant Gail Griffith on September 25th.

Trustee Terms

President Hine's term will be ending in December. On November 1st there will be a two week posting advertising the vacancy. If there is no response, it will be posted for another two weeks. Candidates can apply at any time and have their applications kept on file.

Fiber Internet to Twin

Ms. Plymire reported that she attended meetings with library and county IT staff regarding setting up a wireless system to bring the current fiber connection from the Northeast Community Center to the Twin Beaches Branch.

Old Business

Meeting Room Policy

Ms. Plymire shared the revised draft of the Meeting Room Policy for the Board to review. Mr. Mathers suggested changing the phrase regarding cancellations in the document to "within 48 hours." Mr. Mathers moved to approve the Meeting Room Policy as amended. Ms. Wells seconded the motion. Motion passed unanimously.

Neutrality Policy

Ms. Plymire suggested that a Neutrality Policy may be unnecessary with the added language in the Meeting Room Policy. Some discussion followed regarding political activity on staff time. Ms. Plymire will check the Staff Handbook to make sure that it addresses staff not wearing political badges, etc. in the library.

New Business

MLC Bylaws and MOU

The Maryland Library Consortium (MLC) has updated their bylaws. Calvert Library did sign on to the first iteration in 2012. Ms. Fort moved to authorize the president to sign the revised bylaws. Mr. Mathers seconded the motion. Motion passed unanimously.

Twin Beaches Library Carpet & Shelf Moving

Ms. Plymire shared that the Twin Beaches Branch will receive new carpet this year from the county. She communicated that this would be a good opportunity to move the shelves to be ADA compliant.

Ms. Wells moved to authorize the director to close the Twin Beaches Branch for up to four days for re-carpeting. Mr. Mathers seconded the motion. Motion passed unanimously.

Volunteers

Ms. Plymire explained the volunteer application and screening process. She will ask senior staff for their views on background checks for volunteers. This topic will be revisited at the meeting in October.

Social Media

Ms. Plymire explained the way that the social media teams work. The Trustees especially wished to know whether the postings are being reviewed before they are made public. Ms. Plymire shared that for the first month or two after a staff member joins the social media team their posts are to be closely monitored. This monitoring will decrease as the staff member becomes more experienced in representing Calvert Library.

Reports

Friends of the Library

Ms. Plymire reported that the Friends of the Library Book Sale on September 14th was a success.

Mr. Mathers asked if it was still a goal to have a Trustee attend each Friends of the Library and Foundation meeting. It was determined that this will be an item on the next agenda.

SMRLA

The next SMRLA board meeting is October 8th.

Foundation

Ms. Plymire shared that the Library Foundation is planning an awards dinner for February.

Announcements/Other

The annual meeting of the Trustees and Citizens for Maryland Libraries will be held on November 16, 10-2:30 at the Miller Branch, Howard County. Ms. Plymire announced that Maureen Sullivan, the former president of the American Libraries Association (ALA) will be speaking.

Two board members mentioned they had received feedback from library customers regarding having to log on to the catalog computers at Southern. Ms. Plymire shared her assumption that the 15 minute Express computers were also being used as catalog terminals and said she would investigate.

Public Comment

There was no public comment.

Meeting adjourned at 3:43pm by President Hine.

Next Meeting

October 15, 2013 at 2pm in Prince Frederick

Respectfully submitted,

Emily Mudd