

**Board of Library Trustees
October 15, 2013
Minutes**

Present:

Kip Hine, President
Rene Cunningham
Karen Eggert
Celeste Fort
JR Mathers
Terese Wells
Carrie Plymire, Director
Beverly Izzi, Recorder

Absent:

Nick Garrett

Call to Order

Meeting called to order at 2:03pm by President Hine.

Minutes

Mr. Mathers moved to approve the minutes of the September 17, 2013 meeting as disseminated electronically. Ms. Wells seconded the motion. Motion passed unanimously.

President's Report

President Hine made comment about Trustee attendance at meetings. Under the law there is not an excused absence. 23-404 of COMAR states Board members that have not attended half of the meetings in a calendar year will be considered as resigned from the Board. A spreadsheet listing trustee attendance at previous meetings was distributed.

Director's Report

FY13 Budget

Ms. Plymire shared that County's audit of FY13 has been completed.

FY14 Budget

Ms. Plymire reviewed the FY14 budget with the Board.

FY15 Capital Budget

Ms. Plymire received an email from Julie Paluda and Joan Thorpe regarding the FY15 Capital Budget. Ms. Paluda is recommending \$16,000 for Computer hardware for the next six fiscal years. Ms. Plymire has also requested \$40,000 in FY15 for a Facilities Master Plan. Ms. Paluda asked if this could be moved to FY16, but Ms. Plymire urged her strongly to retain that request in FY15 as the facilities plan is the primary tool for planning and without it we cannot apply for state funding.

Comments

Ms. Plymire shared a letter from a customer requesting bridge lessons. The library is looking into accommodating that request.

Ms. Plymire received a letter from a customer who paid for a lost item and was asking why the price she was charged was higher than retail cost. Ms. Plymire has responded explaining that library does indeed pay a higher price for audio materials because library packaging is more durable than retail editions.

Ms. Plymire shared a letter sent to the Southern branch pointing out a potential hazard in the sidewalk ramp in front of the branch. Mr. Glascock, shopping center owner, has been informed verbally and will be picking up a copy of the letter. The Board requested Ms. Plymire write a letter to the customer stating that the shopping center owner had been informed of their concern.

Incident Reports

Ms. Plymire reported several young customers were asked to leave the Twin Beaches Branch after using obscene language and misbehaving.

Accident Reports

Ms. Plymire relayed information on three minor accidents reported in the past month.

Monthly Reports

Ms. Plymire distributed monthly report for September 2013. She noted program attendance is still strong and circulation is up 1% over last year at this time. The Board would like page numbers on the document.

Strategic Plan

Ms. Plymire stated that she has looked into hiring a consultant to do a strategic plan. This is cost prohibitive at this time. Orange Boy, a company that Anne Arundel County Public Library and Prince George's Memorial Library System are using for customer relations management (CRM) is a possible option for gaining insight into the usage patterns and needs of customers for the strategic plan as well as yearly operating plans. Cost is based on users and other factors. She will look into this in more detail.

Fiber for Twin

Ms. Plymire shared that the cost of getting a wireless signal linked to the fiber at the Northeast Community Center is \$23,000; half is equipment and half is labor. The county was originally going to fund this, but their budget was expended linking the interim Southern branch to the Marine Museum.

Staff Performance Evaluations

Ms. Plymire reported that Lisa Tassa, branch manager at Fairview, is reworking how Staff Performance Evaluations will be done.

Parent Café

Ms. Plymire shared that the Parent Café will take place November 25th at the Southern Branch. This program fulfills the library's obligation to Project 9 of Maryland's Race to the Top Early Learning Challenge Grant.

Social and Emotional Learning – Head Start Partnership

Ms. Plymire noted that Calvert Library will partner with Head Start to provide space and learning opportunities for families of 3 year olds participating in Head Start.

CLASS Partnership

Ms. Plymire noted the Calvert Library Assists School Success (CLASS) Partnership is going extremely well. All 6th grade visits have been scheduled, 7th graders will be a given History Fair presentation. Ms. Fort suggested that NoodleTool training may be a helpful addition to our offerings for students.

Deaf Services

Ms. Plymire shared that a sign language service was requested for a library event.

Old Business

Twin Library carpet & shelf moving

Ms. Plymire reported that the carpet will be laid Veterans Day weekend at the Twin Beaches Branch. Some shelving will be moved at that time.

Volunteers

Ms. Plymire shared feedback from branch managers about the possibility of requiring background checks for volunteers. She noted that volunteers are always supervised and there is a strong application and review process in place. Volunteers are released if they are not working out well. Volunteers are never left alone with children.

New Business

Paint

Mr. Mathers noted that the paint is peeling on exterior metal building supports at Prince Frederick. Ms. Plymire said that repainting those beams is in the County's Building and Grounds plan for this fiscal year.

Minutes

Mr. Mathers noted that the law requires that the minutes are available to the public. He requested that the approved minutes be published electronically. Ms. Eggert made a motion to publish approved minutes on Calvert Library website. Ms. Cunningham seconded the motion. Motion approved unanimously.

Reports

Friends

Fax machines have been purchased for branches; as well as a DVD cleaner for Prince Frederick. Ms. Cunningham noted that a Silent Auction of repurposed books is now going on for Friends. November 15th is the Pub Quiz.

SMRLA

President Hine reported that the audit was presented and passed. He stated that the Hank Scharles, President of the Charles County Library Board and another member of that board have resigned. Charles has nominated other board members to fill their spots, but Mr. Scharle's position as VP of the SMRLA board remains open.

Foundation

President Hine shared that the Foundation will have an award dinner in February 2014. Ms. Plymire stated that Emily Gilchrest, Peggy Clark and Margaret Fahs have been named as co-chairs of the event. President Hine asked for discussion about having a Trustee attend Foundation meetings and to define the Trustee's role at the meeting.

Announcements

Annual Meeting for Trustees and Citizens for Maryland Libraries will be held November 16, 2013 from 10am-2:30pm at the Miller Branch of Howard County.

Public Comment

There was no public comment.

Meeting adjourned at 4:00pm by President Hine.

Next Meeting

November 19, 2013 at 2pm in Prince Frederick

Respectfully submitted,

Beverly Izzi