

**Board of Library Trustees  
October 21, 2014  
Minutes**

**Present:**

Karen Eggert, President  
Rene Cunningham  
Martha Grahame  
Carolyn McHugh  
Terese Wells

Carrie Plymire, Director  
Beverly Izzi, Recorder

**Absent:**

Celeste Fort

**Call to Order**

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

**Minutes**

Ms. McHugh made a motion to approve the minutes of the September 9, 2014 meeting as disseminated electronically. Ms. Wells seconded the motion. The motion passed unanimously.

**Presentation**

Carrie Raines presented her Library Associate Training Institute (LATI) project “Cracking the Code: Intro to Computer Coding”. This successful class was full with 32 in attendance using the Python computer language and the web-based, tutorial program [code.org](http://code.org).

**President’s Report**

President Eggert stated that the Board of Library Trustee (BOLT) vacancy will be advertised through October 22, 2014. As only one person has applied so far, Director Plymire will request that the county post the vacancy for two more weeks. President Eggert distributed sample questions for the Trustee interview. Questions were discussed. The morning of November 18, 2014 is the tentative date for the interviews.

**Director’s Report**

**FY14 Budget**

Ms. Plymire shared the FY14 budget expenditure report with the BOLT. The official financial statement will be out at the end of October 2014.

### **FY15 Budget**

Ms. Plymire discussed the FY15 budget with the BOLT through the end of the first quarter. On the income side, Director Plymire will combine lost books and fines in FY16 since payments made through Paypal for lost books are already showing as fine income.

### **FY16 CIP**

Ms. Plymire shared an update on the FY16-21 CIP; the renovations to Fairview have been deferred until the facilities master plan has been completed.

### **Director's written report highlights**

Ms. Plymire discussed the report she distributed.

- Calvert Library received a PNC grant, balance received from Foundation, this will purchase a Play and Learn Island Imagination Station for the Twin Beaches branch.
- Calvert Library spoke at pediatricians and family practice doctors at their monthly meetings at Calvert Memorial Hospital to promote the 500 by Five Initiative. Doctors agreed to ask parents at well baby visits if they are reading to their child each day.
- The facilities masters plan will make evaluate existing facilities and make recommendations for future facilities.

### **Monthly Report – July & August**

Ms. Plymire gave the BOLT a copy of the monthly reports for July and August.

### **Strategic Plan**

Ms. Plymire discussed that blueprint for creating the new 3 year strategic plan. There is not budget set aside for this. The first work session of staff and board members is tentatively scheduled for February 2015.

### **Old Business**

#### **Election of Vice President**

President Eggert opened nominations for the office of Vice President due to Mr. Mather's resignation. Ms. Wells nominated Ms. Cunningham. Ms. Cunningham was unanimously elected as Vice President of the BOLT.

#### **Ethics Commission Compliance**

President Eggert summed up the three issues that Director Plymire would like the BOLT and the Calvert County Ethics Commission (CCEC) to clarify: gift policy, secondary employment and who library staff should consider "your agency" when filling out the annual financial disclosure. At present, the CCEC is awaiting the BOCC's vote on their suggested change to the county code before they discuss the three questions with the library.

### **Fairview Sign Policy**

Director Plymire shared that instead of implementing the new sign policy that was adopted at the September board meeting, Calvert County's office of General Services has agreed to handle sign requests for the three 4x6 free-standing sign boards at the Fairview Branch. The website has been updated to direct inquiries to the county.

### **New Business**

#### **Trustee Academy**

President Eggert opened discussion of Trustee Basics Part 2 from United for Libraries' Trustee Academy. Internet filtering was discussed in light of LSTA and eRate funding. Director Plymire will further research ALA guidelines for meeting rooms, specifically the guidelines for charging and treating all groups consistently.

#### **Out of State Library Cards**

Ms. Plymire requested to increase the cost of an Out of State Library Card from \$5 to \$10. Ms. Cunningham made a motion to increase the cost of an Out of State Library Card to \$10. Ms. Grahame seconded the motion. The motion passed unanimously.

### **Reports**

#### **Friends of Calvert Library**

Ms. Grahame reported that the Pub Quiz in November 14. Ms. Cunningham volunteered to sponsor a staff team.

#### **SMRLA**

Ms. Cunningham stated that the Southern Maryland Regional Library Association (SRMLA) Board voted on the audit at the last meeting. Charles County Public Library will re-open their search for a new director in spring 2015. Andrew Pizor is the new trustee for Charles County and the SMRLA board.

#### **Calvert Library Foundation**

Ms. Grahame shared that the Foundation Art Auction will be held October 25, 2014. Tickets are still available. This event will be held at St. John Vianney Family Life Center.

### **Announcements/Other**

Citizens for Maryland Libraries (CML) and Trustees Annual Meeting will be held November 8, 2014 at Washington County Free Library in Hagerstown. The meeting will be from 10am – 2:30pm.

### **Public Comment**

There was no public comment.

President Eggert adjourned the meeting at 3:53pm.

**Next Meeting**

The next meeting will be held November 18, 2014 at 2pm at Calvert Library Prince Frederick.

Respectfully submitted,

Beverly Izzi