

**Board of Library Trustees  
November 21, 2014 –Minutes**

**Present:**

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

Carrie Plymire, Director  
Karen Skirchak, LATI graduate  
Mark Frazer, Mayor of North Beach  
Emily Mudd, Recorder

**Call to Order**

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

**Minutes**

Ms. Wells moved to approve the minutes of the October 21, 2014 meeting as disseminated electronically. Ms. Cunningham seconded the motion. The motion passed unanimously.

**LATI Report**

Karen Skirchak shared her LATI project proposal which was to have a class or seminar for parents about the dangers of social networking for their kids. Seminar would assist with tips and techniques. Members of the BOLT thought this was a great idea and look forward to seeing the proposal implemented.

**Mark Frazer**

Mayor Frazer indicated his interest in having Calvert Library Twin Beaches Branch moved back to North Beach. Mayor Frazer discussed land that might be available to site a library in North Beach. President Eggert thanked him for his time and stated that the Library's future building plans are contingent on the results of the Facility Master Plan being undertaken in FY15 as well as county Capital Improvement Plan funding and state funding.

**President's Report**

President Eggert stated that she and Director Plymire will be meeting with the Ethics Commission on Thursday morning to work through several questions about how library staff should understand the questions on the annual Financial Disclosure form. Some changes may need to be made to library policy including accepting gifts from vendors and secondary employment approvals.

New set of County Commissioners: do another meet and greet. Director Plymire will work on getting the BOLT on the BOCC's calendar for one of their Tuesday afternoon work sessions. In December we will be electing BOLT president and vice president, in February the three reps to the SMRLA board will be elected.

## **Director's Report**

FY14 Financials – reviewed the FY14 statement and breakdown of benefits. The audit is complete and clean but not final.

### **FY15 Budget**

Expenditures are on track, Salary – shows higher than usual “other payouts” due to vacation payouts to separated staff. Income is on track as well; Director Plymire reminded the BOLT that in subsequent years fines and lost materials will be combined.

### **Director's Preliminary Written Report**

Second interviews on Thursday for Adult Resources and Staff Development Coordinator. Re-classification study of coordinators being done by Frank & Wheeler consultants.

Procedure is being developed for proposing an idea to the library. Questions will be asked like: what would it require, would you be interested in leading, how does it tie into community, library mission and vision.

Monthly Report – September not ready for distribution.

### **Leadership Southern Maryland**

The program is expensive at \$3,750, but of incredible benefit in getting to know the community, issues and leaders in the tri-county. BOLT agreed that it would be worthwhile for Director Plymire to be in the Leadership SoMD class of 2016 and agreed that they would approach the Foundation to request funding.

Director Plymire shared an incident regarding a customer with disabilities who made requests of library staff that fall outside of “reasonable accommodation.” The customer was upset at the end of her interaction with Prince Frederick Library staff. The customer called the Commissioner's office two weeks later saying that she'd been mistreated. County staff handled the customer very professionally and will direct comments in writing to the library director if further complaints are made. Community Resources is assisting by providing “reasonable accommodation” information.

## **Unfinished Business**

### **Smoke and Tobacco Free Policy**

Director Plymire shared proposed changes to the Rules of Customer Conduct and proposed a Tobacco & Smoke Free Policy. Director Plymire accepted some proposed re-wording and will be looking into ordering new signage to indicate that the policy has changed. Both policies will be brought to the BOLT for approval in December.

## **New Business**

### **Step Increases for New Employees**

The FY15 step increase was deferred until January. Director Plymire requested discretion in granting step increases to employees who started after July and would not normally be granted the deferred step increase. The funds are in the current budget. Ms. Wells moved that in light of

the county's deferment of the Fiscal '15 step increase to January 1, 2015, the director is authorized to grant the step increase to those hired between July 1 and December 31, 2014 after their 6 month probation (has been successfully completed). Ms. Fort seconded. The motion passed unanimously.

#### FY16 Budget Submission

No steps or colas predicted by the county. Expenses are increasing and funds have been unchanged in last 5 years. Draft budget includes an additional \$8,500 in sub money - Bringing total for subs to \$20,000. Proposed salary budget also includes fund to reclassify the coordinator positions. Moved \$200 from postage to mileage. Added MAPLA dues to budget as they are a business expense. These dues were historically funded by Friends. Increases to Contracted Services reflect increased costs and biannual software license renewals. Ms. McHugh motion to approve the draft FY16 budget as presented. Ms. Grahame seconded. Approval was unanimous.

### **Reports**

#### Friends of the Library

14 teams attended Pub Quiz, successful night. Full house, lots of fun. Membership renewals will be going out in the mail shortly.

#### SMRLA

No meeting in November

#### Foundation

Art Auction was a real success. They met their fundraising goal and overall it was a beautiful evening.

#### Announcements/Other

Constant Contact: SMRLA will only be covering up to \$2000 of this expense. The difference has been budgeted for FY16. Another item that will affect the Calvert Library budget is that SMRLA is no longer printing the brochure of SMRLA resources that is handed to new customers. We have the file so that we can print it ourselves.

A meet and greet with the BOE and Superintendent was proposed. Director Plymire will look into setting this up.

#### Board Picture for Annual Report

Unanimously requested names only, no picture.

President Eggert adjourned the meeting at 4:15pm

Next Meeting – December 9, 2014 at Prince Frederick