

**Board of Library Trustees
February 10, 2015 –Minutes**

Present:

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

Carrie Plymire, Director
Beverly Izzi, Recorder

Call to Order

Meeting called to order at 3:02pm by President Eggert.

Minutes

Ms. Wells moved to approve the minutes of the January 13, 2015 meeting as disseminated electronically with corrections. Ms. Fort seconded the motion. The motion passed unanimously.

President's Report

President Eggert shared a letter written by the MSDE Attorney General clarifying procedures in state law for appointing members to the Board of Library Trustees (BOLT). The letter was sent to every County Attorneys, President of the County Commissioners (or equivalent position), Trustee Chairs and Directors in the state.

President Eggert reported that the last two legislated increases in per capita funding for libraries will be phased in over ten years instead of over the next two years, according to the Governor's FY16 budget. This means about \$0.20 per resident for SMRLA and \$0.27 per resident for Calvert Library.

SMRLA Corporate Meeting was held this morning. Speaker from G2G (Government to Growth) talked about advocacy. There was brief discussion of BCPL positions that were moved out of the library and into county government.

Director's Report

FY15 Budget

Director Plymire shared the FY15 Budget with the BOLT. Expenses and income are on track.

Director Plymire will investigate how much the College of Southern Maryland (CSM) and other businesses are charging for meeting room space. At present we do not budget for meeting room rental income; any income that does come in defrays inconsistencies in our fine and fee income.

FY16 State funding estimate

As reported by President Eggert, if all goes well this session, there may be additional funding from the state for Calvert Library. Director Plymire is not going to make any changes to the budget forecast until the session has ended.

Director's Preliminary Written Report

Facilities Master Plan has been approved for FY15 but the RFP has not yet been released.

Monthly Report-November and December

Director Plymire distributed the November and December Monthly Reports

State Retirement Audit Final Report

Director Plymire stated that the audit has been finalized. As previously reported, the auditor did find that one new staff person's payments were not being taken out of her check. As soon as the issue was discovered, county finance worked with Director Plymire to cover the payments that should have been sent to MSRPA and payments were worked out with the employee. To guard against this scenario in the future, Director Plymire will request a copy of the payroll journal a month after new employees begin work to ensure that all payments are being properly deducted.

Staffing

Director Plymire reported that Colleen Cano, currently branch manager at Southern, has been selected to fill the Adult Resources Coordinator opening. She will be moving into this position full-time in 3 weeks and Lisa Slayton will be acting branch manager until the position is filled.

Unfinished Business

Director & Operators and Employment Practices Liability Insurance Renewal

Director Plymire shared a more detailed D&O coverage summary with the BOLT.

Holiday Closing

Ms. Wells shared a chart, door count figures and historical decisions regarding closing the library for the Christmas and Christmas Eve holidays on years when the holiday falls on a Saturday or Sunday. After BOLT consideration, Mr. Cumbo moved to close Calvert Library on Saturday, December 26, 2015. Ms. Grahame seconded the motion. Motion passed unanimously.

New Business

No new business

Reports

Friends of the Library

Ms. Grahame share that the Friends will hold a Pub Quiz March 20.

SMRLA

President Eggert reported on the SMRLA corporate meeting earlier in the meeting.

Foundation

Ms. Grahame had no new business to report for the Foundation.

Announcements/Other

Library Legislative day is February 18th. BOLT members may attend this all-day event or come just to the evening reception in the President's Meeting Room of the Miller Building from 5:30-7:30.

Southern Maryland Legislative Reception is February 26th at the Loew's Hotel in Annapolis 7-9.

President Eggert adjourned the meeting at 4:25pm

Next Meeting – March 10, 2015 at Twin Beaches at 2pm