

Board of Library Trustees
June 10, 2014
Minutes

Present:

Karen Eggert, President
Martha Grahame
Celeste Fort
Carolyn McHugh

Carrie Plymire, Director
Beverly Izzi, Recorder

Absent:

Rene Cunningham
JR Mathers
Terese Wells

Call to Order

Meeting called to order at 2:07pm by President Eggert.

Ms. Buckley representing the Calvert Gazette has been granted prior permission to record the meeting for the purpose of note taking.

Minutes

Ms. McHugh made a motion to approve the minutes of the May 13, 2014 meeting as disseminated electronically with several grammatical corrections. Ms. Fort seconded the motion. The motion passed unanimously.

LATI Presentation

Kat Jolie and Emilia Lee debriefed their Library Associate Training Institute (LATI) experience, projects and future goals. They graduated from LATI in December 2013. In describing several trainings throughout LATI, Ms. Jolie and Ms. Lee expressed how well trained they were with regards to customer service in comparison to some of their fellow cohort members. They commended Calvert Library for its excellent training and high standards. They toured the State Library Resource Center and have been making use of the resources of the state library for their customers and branch displays. Ms. Jolie shared that her LATI project was planning an Opera Event for Drama Tweens. This event would include musical concepts and costuming. Ms. Lee's LATI project was a spin-off idea of Lunch Bunch (librarians sent to 5th grade and present book club at lunch time) that would expand this concept to Middle School for 7th graders and would be an after-school program called In BeTween Books.

President's Report

President Eggert reviewed Ms. Plymire's 6 month evaluation from the Board of Library Trustees (BOLT) with her on May 30th. A decision will need to be made about the timing for Ms. Plymire's annual evaluation which would normally be conducted in July.

President Eggert stated that she spoke with Mr. Mathers about his absence from the April and May board meetings. Mr. Mathers relayed to her that he was not attending as a passive protest regarding the Commissioner's appointment of the two newest trustees which he views as illegal. President Eggert reminded the BOLT that, in accordance with state law, if any board member misses half the meetings in a calendar year, she will submit a letter to the BOCC indicating that the trustee is considered to have resigned from the board.

Director's Report

FY14 Budget

Ms. Plymire discussed the FY14 budget. Ms. Plymire noted that some salary money will not be spent; this is due to the retirement of the previous director. In the Operating fund, Contracted Services is showing an unspent amount of \$24,000. Ms. Plymire proposes to purchase a laptop computer lab with these extra funds to be used at all four branches for computer coding, gaming and training purposes. Ms. McHugh moved to allow the Director to move necessary monies into Computer Hardware from Contracted Services and any other funds with surplus dollars for the purpose of purchasing a laptop lab and any additional hardware that is deemed necessary for the library. Ms. Grahame seconded the motion. The motion passed unanimously. Generally all funds are spent or encumbered but some monies are being saved in expectation of lower than projected fine revenue resulting from the Polaris software migration.

President Eggert will research if there is an amount that the BOLT has already approved that the Director may move from account to account without prior BOLT permission.

FY14 Income

Ms. Plymire discussed the FY14 income with the BOLT. Ms. Plymire noted that the PayPal income for May has not yet been determined. She reminded the BOLT that this is because St. Mary's, Charles and Calvert are all sharing the online payment stream and calculations are still being done to divide the online payment income. Some fines have been waived since reminder notices were not sent out in the first few days of using Polaris ILS (Integrated Library System). Ms. Plymire noted that income is \$4000 less than estimated. Lost item fees are also down. She shared a four year look at lost item revenue and pointed out that in September of 2012, Calvert Library began taking online payments. All online payments are recorded as fines even if they are actually paying for a lost item.

FY15 Budget

Ms. Plymire shared that the finalized FY15 budget has come out from the Board of County Commissioners. There was a further cut to the line item for Capital Hardware which is now down to \$23,600. With that exception the Operating budget for the library is flat compared to FY14. Salary has increased due to a .5% COLA for staff that goes into effect in July and a step increase for staff in January. The county CIP (Capital Improvement Plan) budget includes \$40,000 for a Facilities Master Plan for the Library and \$16,000 for Hardware.

Ms. Plymire will find out what the computer replacement schedule is for the County.

Ms. McHugh moved to approve the FY15 Budget as presented. Ms. Fort seconded the motion. The motion passed unanimously.

Comments and Suggestions

Ms. Plymire shared a thank you letter from the Career and Technology Academy internship program coordinator.

A customer from Fairview Branch asked that Calvert Library consider combining DVD's of one season together for ease of requesting these types of items (instead of the current practice of packaging each disc of a season as one item). Ms. Plymire shared with the Board that staff was able to get the customer the season that he was looking for two days after receiving his email, but also that the Management Team discussed the merits of packaging DVD seasons in one package and it was agreed that Calvert will stop splitting up series. Customers will see this change in the new fiscal year when acquisitions has been set up in Polaris.

Incident Reports

On 5/2 a Southern customer reported that she believed an envelope of money had been stolen from her two days earlier while using the library. She believed the theft to have occurred when she left her things in a group study room while going to retrieve copies from the printer. The customer reported the theft to the Sheriff's Department on 5/2. A Deputy spoke with the branch manager and made an appointment for 5/6 to review the surveillance tapes. After reviewing the video and not finding any footage useful to the incident, the Deputy declined to obtain a subpoena for a copy of the video.

Accident Reports

Two staff member collided coming in and out the same door.

Customer fell while having a seizure in the library. Her caregiver declined an offer of 911 and indicated that the customer was fine.

Two children were playing in the boat in the Children's department at Prince Frederick. One of the children was pushed out of the boat by his sibling and he hit his head resulting in a bump and some bleeding. 911 was called. The injured child responded well to his mother and 911. No update was available.

Monthly Report

Ms. Plymire disseminated the monthly report for March and April 2014.

Staffing

Ms. Plymire stated that Shannon Brauner will replace Bonnie Spicknall as Public Services Librarian in Children's at Fairview. Ms. Spicknall retired May 30, 2014. Ms. Brauner begins Monday, June 16, 2014.

The Outreach Librarian opening will be filled by Lisa Wieland (formerly in reference). Lisa Wieland's opening will be filled by Melissa Gray (formerly PT in circulation). Melissa Gray's job will be filled by Molly Crumbley (formerly FT in circulation). Molly Crumbley's job will be filled by Judy Upton (formerly FT in children's). In-house interviews for the FT children's position are scheduled for June 11th.

Ms. Plymire also shared that with the flexibility in Salary due to two staff leaving in FY14, she is making a 28hr position at Prince Frederick (the only one in the system) a full time 35hr position to help fill the scheduling needs at that branch.

Polaris Update

Ms. Plymire noted that demand management which determines which branch will fill hold requests isn't working quite as desired yet. SMRLA is working on that process and several other issues. Customers have reported positive feedback on their experiences with the new catalog, particularly the mobile version username access to their account. Staff is adjusting well to the new system.

MSRPA Audit

Ms. Plymire stated that the Maryland State Retirement and Pension Administration audit is scheduled for Thursday and Friday of this week. She has already provided them with a great deal of backup information in preparation for the audit.

Checkout Your Community – progress update and software

Ms. Cano shared Checkout Your Community, a new initiative that began June 2nd. Calvert Library is the first system in Maryland to provide this service which enables customers to use their library card to reserve passes to various Calvert County recreation opportunities. The software that manages the system was inexpensive and easy to format to meet our needs. Each participating organization can set up parameters for when customers can reserve passes. Several local businesses and non-profits are participating (e.g. Chesapeake Beach Water Park, Calvert Marine Museum, Annmarie Gardens, Mully's Brewery, a few wineries, golf course, discounts at Paddle and Pedal and local parks.) Ms. Cano noted that Parks and Rec has been the largest partner. As of today, 85 reservations have been made. Customers are allowed 3 reservations in a 30-day period. In addition to staff time, the only cost for this program to date is a \$400 charge for one year of the software program.

Old Business

Re. Baltimore County Government moving 28 employees out of the library and into County IT, Ms. Plymire shared that Senator Klausmeire has asked the Maryland Attorney

General for an opinion on the move. The Baltimore County Board of Library Trustees is meeting soon to consider legal action to block the move. Their new director has been involved in this process

SMRLA

Ms. Marshall has raised the Director's & Operators insurance for SMRLA's board from \$1,000,000 to \$2,000,000. Ms. Plymire has investigated and found that the Calvert Library's insurance is \$1,000,000. Ms. Plymire will get a quote from Polk Insurance on raising Calvert's board coverage to the recommended 2 million and pay for the change in the premium out of FY14 funds. She expressed confidence that the FY15 budget could withstand the increase in the premium as well.

New Business

Ethics Commission coverage

Ms. Plymire reported that she had gotten a call from Charles Bucy chair of the Calvert County Ethics Commission. They have discovered that Calvert Library employees and the BOLT are not bound under Calvert County Ethics Commission nor are we covered by the State Ethics Commission. Discussion followed about what has been done in the past and what ethics oversight would best serve the board and the citizens of Calvert County. Ms. Fort made a motion that the BOLT, the director, and her designee request oversight from the Ethics Commission of Calvert County. Ms. Grahame seconded the motion. The motion passed unanimously.

Leave Without Pay

An employee at Southern has requested 14hrs of leave without pay in October. Ms. McHugh moved to grant the request. Ms. Fort seconded the motion. Motion passed unanimously.

Edge Assessment Recommendations – Community Engagement

Ms. McHugh moved to table this discussion until July. Ms. Grahame seconded. The motion passed unanimously.

Trustee Academy

President Eggert noted that she learned a lot from this course: Trustee Basics, Part I. It sparked several areas of interest for various board members and the Director. One suggestion made in the presentation was for boards to have an attorney on retainer which Calvert Library does not have at present. President Eggert suggested a list be made of other questions/items so that they could be added to a future agenda. Another item of interest was the caution regarding email and Open Meeting Law. The webinar instructor emphasized that discussion should take place only in meetings. Best practice is for BOLT members to reply only to the Director if they have questions about information that the Director disseminates to the board. Other topics of interest for future conversations included: policy questions should be answered by a BOLT spokesperson, revision of minutes occurring only at meetings, what material would be useful to have in advance of

a BOLT meeting, posting agendas prior to meetings, and reviewing Board policies annually. President Eggert will compile topics for the next meeting.

Reports

Friends

Ms. Grahame reported that the Friends June meeting will be over dinner at Mama's (spouses invited). Friends do not meet in July or August but will pick up again in September with their Annual meeting.

SMRLA

Per President Eggert, there was no SMRLA meeting today. The next meeting will be in July.

Foundation

Ms. Plymire stated that at the last meeting, the Foundation talked through details of Art Auction which is scheduled for October 25, 2014. The Foundation has three prospective members who have attended the last two meetings.

Ms. Plymire shared with the BOLT that she will be attending a meeting of the North Beach Performing Arts Center group on July 12. Mark Frazer, mayor of North Beach's marketing/PR rep invited the group via email and the email said that Plymire would be, "giving an update on plans for the relocation of the Twin Beaches Library." Plymire is sending an email to the group clarifying that she will merely be explaining plans for a FY15 Facilities Master Plan, potential sources of funding and the role of the BOLT in making facilities decisions.

Public Comment

There was no public comment.

President Eggert adjourned the meeting at 4:32pm.

Next Meeting

The next meeting will be held July 8, 2014 at 2pm at Calvert Library Prince Frederick.

Respectfully submitted,

Beverly Izzi