

**Board of Library Trustees  
January 12, 2016 –Minutes**

**Present:**

Martha Grahame, President  
Carolyn McHugh, Vice President  
Stewart Cumbo  
Wilson Parran  
Terese Wells

Carrie Plymire, Director  
Beverly Izzi, Recorder

**Via Phone:**

Karen Eggert

**Absent:**

Celeste Fort

**Call to Order**

Meeting called to order at 2:05pm by President Grahame.

**Minutes**

Mr. Cumbo moved to approve the minutes of the December 08, 2015 meeting with corrections.  
Ms. Wells seconded the motion. The motion passed unanimously.

**President's Report**

President Grahame welcomed Wilson Parran as a new member of the Board of Library Trustees (BOLT). She thanked the board for electing her to serve as President of the BOLT.

The BOLT affirmed the reappointment of Carolyn McHugh to the BOLT for a full term via email. This action was ratified by the BOLT.

**Director's Report**

FY16 Budget

Director Plymire shared the FY16 Budget with the Board of Library Trustees (BOLT). Expenses and income are on track for the year. Plymire noted that fine income is a little low at this point and FAX and copying is up.

**Director's Preliminary Written Report**

Director Plymire highlighted several items from her written report:

- Staffing – A full time staff member needs to go to part time due to health issues. Director Plymire is not able make this position into 2 part-time positions as this adds extra costs in benefits. She is working on an alternative plan for the extra 14 hours of staff time.

- Director Plymire met with Julie Paluda, Calvert Library Capital Improvement Projects remain on track.
- Calvert Library will partner with College of Southern Maryland (CSM) for College Goal Sunday in January.
- The Friends will be planning a fundraiser to purchase chairs for the meeting rooms in Prince Frederick.
- New Employee Assistance EAP contract was renewed. Director Plymire is pleased with this new company.
- Director Plymire attended the American Library Association Mid-Winter in Boston. There she met with Ingram representative. Between the tri-county libraries, Calvert Library will keep terms of the current contract with Ingram including free freight.
- Calvert Library will be partnering with CSM to provide tech training to the public at Calvert Library locations using CSM students.

#### Monthly Report

Director Plymire distributed 2 monthly reports to the BOLT.

#### **Unfinished Business**

##### Chamber Dues

Ms. McHugh stated that she spoke with both Terry Shannon and Joan Thorp about Calvert Library being under county's membership for the Calvert County Chamber of Commerce to save the library the annual membership fee of \$530. They both thought that Calvert Library could attend as a County entity. Director Plymire spoke with Bill Chambers and he indicated that many county agencies maintain their own Chamber membership as do several schools. Advantages of having a separate Chamber membership or falling under the County were discussed. Director Plymire prefers that Calvert Library maintains its own membership to affirm our role in the business community. No motion was made.

##### Frank & Wheeler report

The report will be discussed in executive session.

#### **New Business**

##### Unpaid leave request

Unpaid leave requested for a staff member due to the birth of a child. Staff member is too new to get FMLA leave. Motion to grant unpaid leave to a staff member was made by Ms. Wells. Motion seconded by Ms. McHugh. Motion passed unanimously.

##### Kids Card

The tri-county Directors will be meeting on January 13 and will be discussing parameters for a Kids Card. This card would allow children to checkout 5 books, fine free, at any given time. A parent's signature would not be required as there would be no fiscal impact to the family. The goal of this program is to get books in the hands of kids. There was discussion with the BOLT and Plymire noted several questions that need to be answered, such as how to check out without a library card for young customers who don't have a driver's license or other form of ID.

## **Reports**

### Friends of the Library

Ms. Grahame noted that the Friends will hold a Book Sale this weekend. 9am Thursday morning is set up. Help is welcome. Thursday night 5-7pm is preview night for Friends members, 12-3pm Friday and 9am-2pm Saturday for the general public. After 2pm Saturday the Friends could also use help putting things away.

### SMRLA

SMRLA Board did not meet today.

### Foundation

Ms. Grahame reported that the Foundation is funding an Oral History project. 20 people have been identified as having transformed Calvert County. Interviewees have been lined up with interviewers. Sessions are being set up now. Volunteers are still needed for this project. The volunteers will facilitate and transcribe. The equipment has been purchased.

## **Polaris**

Auto renewals were discussed. Our Polaris software can automatically renew items 3 days before the due date. If an item wasn't able to be renewed, the system would notify the customer. The customer would then have 3 days to return the item. At present customers are allowed four renewals, unless the item has a hold from another customer, so it could potentially be auto renewed four times. Auto-renewals are great for circulation statistics and are good customer service. However, it would likely lower fine income. Tri-county Directors will be discussing implications of turning on the functionality at their January 13 meeting.

## **Announcements/Other**

Board picture will be taken at another date as the entire BOLT was not present.

Library Legislative Day is February 3<sup>rd</sup>

Southern MD Legislative Reception will be held February 25th 7:00-9:00pm

## **Executive Session**

At 3:29 pm, Mr. Cumbo, Ms. Wells, Ms. Grahame, Ms. McHugh and Mr. Parran voted to enter into executive session to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction pursuant to pursuant to *General Provisions Article §3-305 (b)(1)*

The board voted unanimously to approve the recommendation of Frank & Wheeler.

The Board voted to have the Director implement the changes discussed during executive session.

The closed session was adjourned at 5:25 pm. and the Board returned to open session at 5:26.

The meeting was adjourned at 5:27.

**Next Meeting** – February 9 at 3:00pm – Calvert Library Prince Frederick