

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

**Present:**

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

Carrie Plymire, Director  
Beverly Izzi, Recorder

**Absent:**

Stewart Cumbo

**Call to Order**

Meeting called to order at 2:02pm by Vice President Eggert.

**Minutes**

Ms. Grahame moved to approve the minutes of the October 6, 2015 meeting as disseminated electronically. Ms. Wells seconded the motion. The motion passed unanimously.

**President's Report**

President Eggert invited the BOLT to join her for lunch on Tuesday, December 8 from 12:30-1:45 at Fiesta in honor of Ms. Cunningham's service to the Board of Library Trustees. Eggert also reminded the BOLT that election of officers for the Board will be held at the December meeting. Ms. Eggert indicated that she will not be running for President again.

**Director's Report**

Director Plymire shared the FY16 Budget expenditures with the BOLT. Account 20215 is a zero balance as those funds were moved to Telephone to pay for a cordless phone for Fairview Branch. Income is on track.

**Director's Written Report**

- Ms. Plymire shared that the audit took place and went smoothly. If there are no additional requests for information, results are expected in February.
- Consultants Frank & Wheeler will have recommendations for the positions under review ready for the January BOLT meeting.
- Fairview is closing for the rest of the week due to carpet replacement.
- Better World Books (BWB) accounts have been set up for Calvert Library locations. Better World will accept boxes of withdrawn materials and donations that we can't sell in library book sales (shipping costs are paid by BWB). The library will receive 10% of the

profit BWB makes on sales of our materials. BWB also donates a portion of their profits to supporting literacy initiatives in the US and internationally.

## **Curiosity Works**

Beverly Izzi, Youth Services Coordinator shared that Calvert Library is the recipient of a \$7,500 Curiosity Creates grant from the Association for Library Service to Children (ALSC) to support creativity programming. Over 400 United States libraries applied and 79 grants were awarded. The funding was made possible by a generous donation from Disney. Calvert Library is partnering with PaxSpace, Inc. to offer a four-part series of classes to teach the components of creativity—imagination, originality, flexibility, decision-making, communication, self-expression, collaboration, motivation, action and movement.

In addition to funding the series, the Curiosity Creates grant will allow Calvert Library to purchase a wide variety of toys, materials and prototyping tools that will encourage all ages to give their creativity free reign. Some of the items expected to be featured in this Curiosity Collection include Keva planks, Raspberry pi, Lego Mindstorms, SparkFun Inventors' Kit, graph paper, duct tape, Arduinos and even a 3D printer. To stimulate the creative process, there will be a Challenge Notebook that will include a variety of scenarios for which visitors will be able to offer solutions, perhaps prototyping with the materials in the Curiosity Collection. The challenges might be real-world like "Come up with five ways to keep deer out of the garden and share the pros and cons of each way"; or they may be more futuristic like "Your world is flooded. What will your living arrangements look like? How will you feed yourself?" Library customers will be encouraged to add their own challenges to the notebook. Exciting challenges and solutions will be posted on the library Facebook page. The grant focuses on ages 6 to 14, but Calvert Library is encouraging innovators of all ages to join in.

## **Unfinished Business**

### **Computer Use Policy**

Director Plymire presented the BOLT with an updated draft of the Computer Use Policy. Ms. McHugh moved to adopt the revised policy; Ms. Cunningham seconded the motion. It passed unanimously.

### **FY17 Draft Budget**

The BOLT reviewed the draft FY17 budget which includes a request for additional funding for digital materials. Director Plymire shared details regarding the FY17 budget process which involves new requests for detailed spending and expenditure justification for Restricted Operating and Capital budget accounts. Another new piece for FY17 is position requests. Director Plymire stated that she is requesting four 15 hour/week positions to enable the Prince Frederick Library to open on Sunday afternoons September – May. Plymire indicated that as she understands it, the BOCC is requesting position requests to gather information on needs but that she did not expect any positions to be added in FY17. She also stated that she will be putting

together a more robust packet for the BOCC regarding Sunday hours as personnel will not be the only added expense of opening on Sundays. The BOLT also encouraged Plymire to submit a position request for an Assistant Director. It was noted that Calvert Library is the only library of its size and activity that does not have an Assistant Director and there would be distinct advantages in strategic planning, project management and operational efficiencies. Ms. McHugh moved to approve the Draft FY17 budget request; Ms. Wells seconded. The motion passed unanimously.

#### Facilities Master Plan

Director Plymire shared that the Regional Library has agreed to be the point of contact for the joint (Calvert, Charles, St. Mary's) RFP for a facilities master plan. The timeline is still under discussion. Director Plymire would like the RFP to go out and have the results evaluated before the DLDS grant cycle opens in March. This would allow SMRLA to name a contractor and for the libraries to begin working with the consultant as soon as the funds are awarded in June/July. The BOLT urged Plymire to discuss this further with SMRLA.

#### **New Business**

Director Plymire reminded members of the BOLT who had not yet viewed the annual training video from the Calvert County Ethics Commission to do so within the week. Plymire will resend the link to the video and the form that needs to be filled out after viewing.

President Eggert reviewed the process for interviewing prospective Trustees. Corrections were made to the current Board of Library Trustees Directory. It was noted that in accordance with State Law, the new Trustee would be appointed to fill the remainder of Ms. Cunningham's term. That individual would then be eligible to serve two consecutive five-year terms. During that discussion and a review of the State Code, it was discovered that Ms. Grahame and Ms. McHugh came on the BOLT at the same time, but one of them was filling a vacated position and should be noted as filling the remainder of Mr. Mathers term. Director Plymire stated that if there were no objections, she would review the video of the meeting where the BOCC appointed Grahame and McHugh and update the Directory based on which candidate was named as filling the vacated position and which was filling the expired position. There were no objections. Upon reviewing the Criteria for Selection, several suggestions were made to detail what serving on the BOLT entails. Director Plymire will update the criteria accordingly. No changes were suggested to the interview questions. It was agreed that, schedules permitting, the full board would interview new candidates. Additionally the BOLT agreed that it would be best to have multiple candidates for Ms. Cunningham's vacated position; Director Plymire will request that the BOLT opening be re-posted if there are fewer than two candidates.

#### **Reports**

Ms. Grahame shared that Friends of the Library will hold a Pub Quiz on November 13.

SMRLA – Cunningham reported that SMRLA has finalized the details of their lease with St. Mary's County government.

Foundation – Director Plymire shared that the Foundation was pleased with their Awards Dinner. She also stated that the Foundation is undertaking a strategic review of its fundraising efforts. The BOLT voiced their support for this effort.

Announcements/Other

The BOLT is invited to join staff for a Holiday Brunch to be held on December 18 from 9-11 at Annmarie Garden.

President Eggert adjourned the meeting at 3:45pm