

**Board of Library Trustees  
December 17, 2013  
Minutes**

**Present:**

Kip Hine, President  
Rene Cunningham  
Celeste Fort  
JR Mathers  
Terese Wells  
Carrie Plymire, Director  
Beverly Izzi, Recorder

**Via Phone:**

Karen Eggert

**Call to Order**

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

**Minutes**

Mr. Mathers moved to approve the minutes of the November 19, 2013 meeting as disseminated electronically on December 11, 2013. Ms. Wells seconded the motion. Motion passed unanimously.

**President's Report**

President Hine stated that this would be his last time to preside over the Calvert Library Board of Trustees meeting as his second term has come to an end. (Gratitude for his 20 years of service as a Trustee was expressed at a lunch before the meeting.)

President Hine noted that he will continue to chair the Maryland Advisory Council on Libraries (MACL).

**Director's Report**

**FY14 Budget**

Ms. Plymire reviewed the FY14 budget with the Board.

**Comments**

Ms. Plymire discussed several letters she received in the past month; a thank you note from State's Attorney, Laura Martin, for offering meeting space for a local program, and two other notes from thank you notes from customers complimenting the service they received from staff at the library.

### **Incident Reports**

Ms. Plymire noted that there was an incident of someone found lying on the floor in the women's bathroom in Prince Frederick. EMS was called and took the apparently intoxicated patron to the hospital. There was no further follow-up.

### **Accident Reports**

Ms. Plymire stated that there were no accidents to report this month.

### **Monthly Reports**

Ms. Plymire distributed the monthly report for November 2013.

### **Annual report**

Ms. Plymire stated that the final version of the annual report is online.

### **New web site – library address**

Ms. Plymire noted library website is being updated. The site will be moved to WordPress. She would also like to change the web address from [calvert.lib.md.us](http://calvert.lib.md.us) to [calvertlibrary.info](http://calvertlibrary.info). These changes will be put into place in the new year.

### **2014 meeting locations/dates**

Ms. Plymire distributed meeting locations and dates for 2014.

### **Old Business**

#### **Recruiting new board members**

President Hine noted that there are four applicants, to date, for the open trustee positions. Two more are expected. Interview dates are tentatively set for Friday January 10, 2014. An alternate date will be January 14, 2014. These openings are posted on the Calvert County website ([Calvert County, MD - Official Website - Volunteer Boards and Commissions](http://www.calvertcountymd.gov)) and in the Calvert Recorder newspaper.

#### **Scents and Allergies**

Revisiting the policy change from November, Ms. Plymire shared another wording option for staff handbook regarding scents and allergies. Mr. Mathers made one amendment to the wording, adding "as approved by the branch manager" to the wearing of blue jeans and athletic shoes. Ms. Wells motioned to accept the new wording as amended. Ms. Cunningham seconded the motion. Motion passed unanimously.

Section 2.11 of the Staff Handbook will now read as follows (new wording is bolded):

As representatives of Calvert Library, all staff are expected to exhibit a neat, well-groomed appearance and dress in a manner that reflects well on the Library. **Except in special circumstances, as approved by the branch manager, blue jeans and athletic shoes are not permitted.**

Radical departures from conventional dress or personal grooming that have a potential to be disruptive to the efficient operation of the Library are not permitted.

**Practices that adversely affect others, such as the use of scents which may aggravate medical conditions, are restricted.**

### **New Business**

#### **Election of Officers**

President Hine proceeded with the Election of Officers. Ms. Cunningham moved to elect Karen Eggert as President of the Calvert Library Board of Library Trustees by acclamation. Ms. Wells seconded the motion. Motion passed unanimously.

Ms. Cunningham moved to elect JR Mathers as Vice President of the Calvert Library Board of Library Trustees by acclamation. Ms. Wells seconded the motion. Motion passed unanimously.

#### **MAPLA dues**

Ms. Plymire stated that Maryland Association of Public Library Administrators (MAPLA) dues have been paid for by the Friends of Calvert Library. Ms. Plymire would like to add this to the Library budget next year. This cost is \$1400/year. The board agreed that professional dues should be covered by the library budget. Ms. Cunningham moved to approve adding MAPLA dues to Calvert Library budget. Ms. Wells seconded the motion. Motion passed unanimously.

#### **Tele-work Policy**

Ms. Plymire would like the ability to allow select staff to tele-work. This would be offered by supervisors to staff who are engaged in online learning or doing work that could be more efficiently done at a remote work site (ordering material, writing grants, IT functions, etc.) Idea approved in principle by the Board. Ms. Plymire will draft a policy.

### **Reports**

#### **Friends**

Ms. Plymire noted that the Friends will have a book sale coming up January 2014. The Preview night will begin 5pm, Thursday, January 9, 2014. Sale will continue January 10-11, 2014. There may be a Spring Pub Quiz but dates have not been set.

#### **SMRLA**

President Hine reported that at SMRLA the next order of business is a compensation study. He noted that Charles County director, Emily Ferren, has announced her retirement effective in April 2014. He also reported that implementation of the new Polaris Integrated Library System (ILS) is underway.

### **Foundation**

Mr. Mathers noted that he has attended two Foundation meetings thus far. He reported that financially the Foundation is very sound. New Board officers were elected at their December meeting. Scott Deacon is the new President. Vice President's position is currently vacant.

### **Announcements**

Ms. Plymire noted that the staff Holiday Brunch will be held December 20, 2013, 9-11am. All Trustees are invited to attend.

February 19, 2014 will be Maryland Library Legislative Day in Annapolis. Trustees are invited to the whole day, but particularly the evening reception with statewide elected officials.

### **Public Comment**

There was no public comment.

Meeting adjourned at 3:07pm by President Hine.

### **Next Meeting**

January 14, 2013 at 2pm in Prince Frederick

Respectfully submitted,

Beverly Izzi