

**Board of Library Trustees
January 14, 2014
Minutes**

Present:

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

Call to Order

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

Minutes

Mr. Mathers moved to approve the minutes of the December 17, 2013 meeting as disseminated electronically. Ms. Fort seconded the motion. Motion passed unanimously.

President's Report

President Eggert reminded Trustees that Ms. Plymire will be submitting her self-evaluation and goals for the rest of FY14 in advance of the next meeting where her six month Director's Performance Evaluation will be on the agenda.

Director's Report

FY14 Budget

Ms. Plymire discussed the FY14 budget with the Board. Ms. Plymire noted a \$100 donation was given to Calvert Library from a happy customer. Spending is on target as is income. Fines were lower in November and again in December, but we are still on track for the year as long as that trend does not continue.

FY15 Budget and CIP

Ms. Plymire reviewed the FY15 CIP budget with the Board.

State funding estimate

The state funding estimate is due out on January 17th

Scanning capability on new copiers

Ms. Plymire relayed that new Xerox copiers have been installed at three branches; Fairview, Southern and Twin Beaches. We will now have one bill for all of our copiers and printers instead of getting them from multiple vendors and we will be saving money. These copiers will have scanning capability. Ms. Plymire felt strongly that scanning was

a service that should be offered for free even though it may result in lower income for faxing and copying. We will offer scanning to customers who inquire but not widely publicize the ability to scan. Mr. Mathers voiced a concern about Network Security. The Director will discuss this with the Library IT specialists and report back.

Incident Reports

A customer reported having electronic items stolen from their car while in the parking lot at the Twin Beaches Branch.

Monthly Report

Ms. Plymire stated that since BOLT meetings have been moved to the second Tuesday, the monthly reports will be delayed by a month to give staff time to assemble statistics.

Digital Media in Storytime

Ms. Plymire shared that digital elements have now been added to storytime in all the branches. Children's librarians now have the technology to present books using "apps" on iPads that the Foundation purchased for this project. Children's librarians will still be telling the story when using the app and modeling different ways parents/caregivers can use apps to enhance a child's learning experience while still interacting with them.

Polaris

Ms. Plymire stated that the Regional staff under the direction of Jennifer Falkowski met last week with Polaris staff regarding migration to our new ILS (Integrated Library System). Trainers are being selected to train other staff on the new system. Other implementation details have not been worked out yet.

Declaration for the Right to Libraries

Ms. Plymire distributed a copy of the Declaration of the Right to Libraries. Signatures supporting this are being collected. Calvert Library plans to do an event around this document during National Library Week in April 2014.

Floating Collections

Ms. Plymire stated that Calvert Library will start floating Audio and Digiplayer collections beginning January 27, 2014. This means if an item which belongs to any Calvert Library location is returned to a different Calvert Library location, that item will stay at the library to which it was returned until it is checked out again. This will lessen the number of items in delivery and customers will see different items on the shelf. More item types will be floated as staff adjust to the new workflow.

Facilities

Ms. Plymire announced that the Twin Beaches Branch will be painted in February during the Presidents' Day holiday. The branch will not need to close any extra hours for this project.

Kick-Butts

Ms. Plymire noted that Calvert teens are being encouraged to create a video that encourages kids not to smoke. Magix video editing software has been purchased to support this project and loaded onto laptops that teens will be allowed to check out for use in the library. Calvert Library received a grant from, and is partnering with, the Health Department on this project.

Headstart

Ms. Plymire noted that Headstart Socialization time for three year-olds is happening in two library locations in the county; Calvert Library Prince Frederick and the Southern Branch. Headstart parents are bringing their children to the library and Headstart staff attends storytime with the children while parents receive training from other Headstart staff at another location in the library. The children have some play time after storytime and then the parents and children get together for the parents to practice what they have learned with their children. It's a very exciting project and a unique partnership.

Old Business

Telework Policy

Ms. Plymire stated that after discussions with the Branch Managers she is still reworking the Telework Policy. She will bring a revision of this policy to the next Board meeting.

New Business

Recommendations of new Trustees to BOCC

President Eggert presented the results of the interview process for the two open Board of Library Trustee seats. Ms. Cunningham moved to recommend Dennis Vogel and Gladys Jones as new Calvert Library Board of Library Trustees to the Board of Calvert County Commissioners. Ms. Fort seconded the motion. Motion passed 4 to 1.

Election of SMRLA Board Members

President Eggert stated that Ms. Cunningham and Ms. Fort are the current SMRLA Board Members. Mr. Mathers moved that Ms. Fort and Ms. Cunningham remain on the Board with the addition of President Eggert. Mr. Hine seconded the motion. Motion passed unanimously.

Bylaws

Mr. Mathers submitted a written proposal of revisions to the Bylaws. Not everyone had seen the proposed changes and President Eggert requested that the Board table this discussion until the next meeting. Discussion was tabled.

Reports

Friends

Ms. Plymire noted that the Friends recently received a memorial donation.

SMRLA

Mr. Hine reported that the Polaris implementation was discussed at the SMRLA meeting. He also stated that SMRLA will be having a change management training to support this implementation. The SMRLA Corporate meeting will be held February 11, 2014 at 10am. All trustees are requested to be present at that meeting or give their proxy to President Eggert.

Foundation

Mr. Mathers attended the last Foundation meeting. Their award dinner is scheduled for February 22 at the Chesapeake Beach Resort. Kitty Hurrey will be the honoree. Tickets are \$100.

Public Comment

There was no public comment.

Executive Session

Ms. Cunningham moved that the Board go into executive session. Ms. Wells seconded the motion. Motion passed unanimously. Board moved to executive session at 3:11pm to discuss a personnel matter regarding the bylaws. Executive session ended at 3:29; no decisions were made.

Next Meeting

The next meeting will be held February 11, 2014 at 3pm in Prince Frederick.

Respectfully submitted,

Beverly Izzi