

**Board of Library Trustees
February 11, 2014
Minutes**

Present:

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

Absent:

Kip Hine

Call to Order

Meeting called to order at 3:00pm by President Eggert. She noted the start time for this meeting was changed due to the SMRLA corporate meeting.

Minutes

Ms. Wells moved to approve the minutes of the January 14, 2014 meeting as disseminated electronically. Ms. Cunningham seconded the motion. The motion passed unanimously.

President's Report

President Eggert shared that the SMRLA Corporate Meeting was informative. At that meeting, Ms. Cunningham was elected president of Southern Maryland Regional Library Association (SMRLA) Board. Ms. Eggert alerted the Calvert board that an important legislative bill this session is the per capita funding increase for libraries (SB 430 & HB1063)

Ms. Eggert also shared that, per discussion with Ms. Plymire, the passage of House Bill 139 in the 2013 session requires a public body to designate at least one individual who is an employee, officer, or member of the public body to receive training on the requirements of Maryland's open meetings law. Ms. Plymire has taken this training. President Eggert has begun the 120 minute training and encouraged the other trustees to complete it as well. President Eggert will share information on how to access the training.

Director's Report

FY14 Budget

Ms. Plymire discussed the FY14 budget with the Board. Ms. Plymire noted that fine income was higher in November 2013 than in the income report presented to the BOLT at the January Meeting. This was due to a PayPal deposit which had not been included in the total.

FY15 Budget

Ms. Plymire shared that the FY15 budget is still under review at the county. She shared the preliminary draft calculations for State aid to Calvert Library and reviewed the chart and formula used by MSDE Division of Business Services to arrive at that funding numbers for all Maryland public libraries. Ms. Plymire also reviewed the estimated income from all sources for FY15 which she submitted to the county for FY15.

FY15 CIP

Ms. Plymire stated that the facility master plan and hardware funding are still in the FY15 CIP. There will be a BOCC work session the afternoon of February 25th time is still TBD. Building projects for Twin and Southern are being delayed or deferred, but hopes that might change based on opportunities like the potential North Beach Performing Arts Center project.

Comments

Ms. Plymire shared a verbal comment relayed to the Twin Beaches branch manager from a handicapped customer who had difficulty navigating the front entrance to the library.

Incident Reports

Ms. Plymire detailed an incident that was reported at the Twin Beaches branch in which a cell phone was allegedly stolen while a customer was using the public computer. The library did receive and comply with a subpoena from the sheriff's office for the video recording of the initial incident.

Accidents

Ms. Plymire shared that a staff person slipped and fell on the PF brick patio when entering for a staff meeting. That area has been blocked off by county buildings and grounds for the winter to prevent this from happening again.

Staffing

Ms. Plymire stated that Bonnie Spicknall, a children's librarian who works at Fairview will be retiring in May.

Monthly Report

Ms. Plymire disseminated the monthly report for December 2013. Scanning is in place at all of the branches except Prince Frederick.

Parking

Ms. Plymire stated that Rick Bailey from Marrick Properties has proposed that eleven new parking spaces be created from the current green space in the parking lot of Market Place Shopping Center. This will be presented to the Planning Commission on March 19, 2014 at 7pm. Ms. Plymire will draft a note to be sent on behalf of the trustees in support of this proposal.

Advocacy – Update from Annapolis

Ms. Plymire shared talking points for the bills of interest to libraries that she and others will be speaking to on February 19th at Maryland Legislative Day in Annapolis.

Polaris

Ms. Plymire shared that ten tri-county teams have been formed for the Polaris Implementation Project. Harry Christiansen presented a change management workshop for supervisors and staff to help with the Integrated Library System (ILS) migration. She shared some frustration about whether functionality would be implemented with go-live that would make the migration exciting to staff and customers.

Black History Month & 1812 commemoration events

Ms. Plymire noted that there are events in February for Black History month and a traveling exhibit in foyer for War of 1812 commemoration.

Old Business

Telework Policy

Ms. Plymire disseminated a revised draft policy to the BOLT and received useful feedback. Ms. Plymire will check to see if the Calvert County government has a teleworking policy and work on refining the details of defining a “safe home work environment” before presenting the policy for final approval.

Appointment of New Trustees

President Eggert stated that the Board of County Commissioners requested clarification on why the BOLT selected the two applicants previously recommended. After discussion of the process that was used to interview and rank the trustee applicants, and general consensus about the validity of the process and its results, Ms. Wells moved that the board resubmit the two top names and add the two names which were tied for third. Ms. Cunningham seconded the motion. Motion passed unanimously. The memo should describe the thorough process, criteria used, the ranking process, and the indication that there was a gap between 1 and 2; and 3 and 4 with a note that 3 and 4 were tied.

New Business

Maryland’s Open Meeting Law designee

Ms. Cunningham moved that Ms. Plymire be the designated as the person trained in Open Meeting Law for the Calvert Library Board of Trustees. Ms. Fort seconded the motion. Motion passed unanimously. Ms. Plymire will submit her name to the appropriate state agency.

Reports

Friends

Ms. Plymire noted that the Friends recently received a memorial donation. She stated that the Friends Pub quiz will be March 28th, 2014.

SMRLA

President Eggert shared more about the SRMLA corporate meeting. This was the first meeting of the new board. In addition to electing Ms. Cunningham as president of the SMRLA board; Carol Romary from St Mary's county will serve as Vice President and Dave Thomas from Charles County is Treasurer.

Sharon Marshall gave a director's report on upcoming bills in MD Legislature, particularly the Per Capita Funding which would change the date for the last two installments of the dollar increase. If the bills pass the last two increases would be in FY16 and 17 (not FY18 and 19). Talking points are in the packet handed out by Ms. Plymire.

Foundation

Mr. Mathers stated that there had not been Foundation meeting since last BOLT meeting. Fundraising Dinner will be held February 22nd at the Rod and Reel Restaurant in Chesapeake Beach.

Public Comment

There was no public comment.

Executive Session

Ms. Wells made a motion to move the Board move to executive session. Mr. Mathers seconded the motion. Motion passed unanimously. Board moved to executive session at 5:03pm to discuss a personnel issue – specifically the six month performance evaluation and goals of the Director. Executive session ended and the meeting was adjourned at 5:30. The board did not have enough time to complete their discussion and the topic will be added to the March agenda.

Next Meeting

The next meeting will be held March 18, 2014 at 2pm at the Twin Beaches Branch.

Respectfully submitted,

Beverly Izzi