

**Board of Library Trustees
January 13, 2015 –Minutes**

Present:

Stewart Cumbo
Karen Eggert, President
Martha Grahame
Carolyn McHugh
Celeste Fort
Terese Wells

Carrie Plymire, Director
Beverly Izzi, Recorder

Absent:

Rene Cunningham, Vice President

Call to Order

Meeting called to order at 2:05pm by President Eggert. Mr. Cumbo expressed his gratitude for being named to the Board and stated that he looks forward to serving the library in this capacity.

President Eggert welcomed Mr. Cumbo to the Board of Library Trustees.

Minutes

Ms. Grahame moved to approve the minutes of the December 9, 2014 meeting as disseminated electronically. Ms. Wells seconded the motion. The motion passed unanimously.

President's Report

Update on DLDS (Division of Library Development and Services); a bill is being drafted in Annapolis to establish a taskforce to explore feasibility of having DLDS function as a state agency separate from the Department of Education. This study will likely be sponsored by Delegate Hixon and is being done at the request of MACL (Maryland Advisory Council on Libraries).

Carrie will be meeting with Terry Shannon, Tim Hayden and Julie Paluda this week to discuss the Facilities Masters Plan and request that the funds allocated in the FY15 Capital Improvement Project (CIP) budget be released. The Facilities Master Plan is required to receive matching funds from the \$5 million state capital fund for library construction. The planning that is involved in this project is of great strategic value to the library.

Director's Report

FY15 Budget

Director Plymire shared the FY15 Budget with the BOLT. Expenses and income are on track.

FY15 CIP

Director Plymire reviewed the rationale for going forward with the Facilities Master Plan, even if capital funding will not be available in the next 3 years. Ms. Plymire understands from talking to Terry Shannon, that much of the reason a hold has been placed on sending out the RFP for the FMP is that the County is understandably wary of spending money on a plan that will gather dust. It is very important to them that this not be wasted effort and cost. Plymire stated that Howard County Public Library, a leading system in the state, has a 30 year Facilities Master Plan; so expiration of the plan needn't be a concern.

Monthly Report-October

So far in FY15, visitors and circulation are down a few thousand. The Management Team is discussing this trend and Plymire will report back to the BOLT in February.

FY16 Budget Objectives

Director Plymire discussed the FY16 Budget Objectives that were submitted to Calvert County Government along with the FY16 budget request. All county department and county funded agencies that are listed in the 'Budget Book' have been asked to establish goals, objectives and associated outcomes and demonstrate how they align with the Board of County Commissioner's (BOCC) goals.

FY14 Annual Report

Director Plymire reviewed the FY2014 Annual Report with the BOLT.

Unfinished Business

Change to Conflict of Interest Policy

Director Plymire handed out modifications to Staff Handbook's Conflict of Interest policy referencing the Calvert County Ethic's Commission's Financial Disclosure Form and the addition of that form and directions on how to fill it out, to the Appendix.

Ms. McHugh made a motion to approve the change to section 2.8 of the Conflict of Interest of the Staff Handbook. Ms. Grahame seconded the motion. The motion passed unanimously.

The last sentences of the Conflict of Interest Policy will now be: "Staff are required to fill out the Calvert County Ethic's Commission Financial Disclosure form each January. As part of this process, staff will also be required to fill out an Other Employment form."

Director Plymire will modify the County's Other Employment form for use by Library employees; this will allow the library to comply with the requirements of section H of the Financial Disclosure Form.

Director & Operators and Employment Practices Liability Insurance Renewal

Director Plymire shared bids compiled by the Diversified Insurance Industries, the agency that the County uses. After reviewing the policy coverage and costs, Ms. McHugh moved to change the library's insurance vendor to Philadelphia Insurance Company with \$2,000,000 coverage for D&O and ELP and include \$5000 in the FY16 budget to cover possible retention costs. Ms. Wells seconded the motion. The motion passed unanimously.

Holiday Closing discussion/decision postponed to February

New Business

Staffing

Director Plymire reported that the Public Relations Coordinator and the Youth Services Coordinator were reclassified from grade 24 to grade 26. The Adult Resources Coordinator was reclassified from grade 24 to grade 25 based on the December 2014 report of Frank and Wheeler. Additionally the County has a Computers Services technician position that is equivalent to our position; the county lists that position at Grade 20 whereas ours is at grade 18. Ms. Wells moved to approve the reclassification of the three coordinator positions and the computer tech position. Mr. Cumbo seconded the motion. It passed unanimously.

Reports

Friends of the Library

Ms. Grahame reported that the book sale this past weekend was smooth and successful. Pub Quiz will be March 20. Two teams have already registered.

SMRLA

President Eggert reported that February 10 is the date for the SMRLA corporate meeting. All BOLT members will receive an invitation from SMRLA. President Eggert would like to change the start time of the Feb 10th BOLT meeting to 3pm to allow travel time between SMRLA and Prince Frederick.

Foundation

The BOLT is invited to a reception Monday, January 26th at 6:30pm at Twin Beaches to thank the Foundation and PNC Foundation for funding the Imagination Station that was unveiled there in early January.

Announcements/Other

Board Picture in February, come prepared for photo.

Library Legislative day is February 18th. BOLT members may attend this all-day event or come just to the evening reception in the President's Meeting Room of the Miller Building.

Southern Maryland Legislative Reception is February 26th at the Loew's Hotel in Annapolis 7-9.

SMRLA Board Representatives

Ms. Grahame moved to name Ms. Eggert, Ms. Cunningham and Ms. Fort as the Calvert representatives to the SMRLA board. Ms. Wells seconded. Passed unanimously.

President Eggert adjourned the meeting at 3:49pm

Next Meeting – February 10, 2015 at Prince Frederick at 3pm