

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

Present:

Karen Eggert, President
Stewart Cumbo
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 2:01pm by President Eggert.

Minutes

Ms. Grahame moved to approve the minutes of the February 10, 2015 meeting as disseminated electronically with corrections. Mr. Cumbo seconded the motion. The motion passed unanimously.

President's Report

President Eggert had no news to report, as the Southern Maryland Regional Library (SMRLA) board did not meet today.

Director's Report

FY15 Budget

Director Plymire shared the FY15 Budget with the Board of Library Trustees (BOLT). Expenses and income are on track.

FY16 Capital Improvement Plan Budget work session

Director Plymire shared that the FY16 Capital Improvement Plan (CIP) Budget work session was last Tuesday. The library portion was uneventful.

Ongoing conversations with North Beach

Per President Eggert, to ensure that all parties have the same information, the BOLT will send a letter to both the mayors of Chesapeake Beach and North Beach and cc: Board of County Commissioners (BOCC) alerting them to the timing of the Facilities Master Plan, the County CIP and how those documents will drive any plans for a possible expansion or relocation of Calvert Library Twin Beaches.

Facilities Master Plan

Director Plymire shared that the Facilities Master Plan RFP draft is being fine-tuned with staff in the Purchasing department of the county. The BOLT may have responses from the bid process in May. Ms. McHugh and President Eggert expressed interest in being part of the RFP evaluation team.

Strategic Plan FY16-18

Director Plymire stated that the Strategic Plan process has begun in earnest. Four focus groups are on the calendar during March so that staff can meet with consultant. Five staff teams are also being formed to collect and evaluate data for the plan. The consultant will meet with the BOLT in April. This plan should be completed by the middle of June. The over-reaching goal of the plan process is to involve community and staff stakeholders and devise strategy that will guide the library in meeting community needs.

Monthly Report - January

The January Monthly Report will be distributed in February.

Staffing

Director Plymire noted that the opening for a Branch Manager at Calvert Southern closes on March 16th. Lisa Slayton, the current assistant branch manager, is acting as interim branch manager until the position is filled.

Division of Library Development and Services (DLDS) Staff Development Grant

Calvert Library is receiving a \$12,000 grant for staff development. The grant is available to be used from March 1 – October 30, 2015. The funds are funneled through DLDS from the Library Services and Technology Act (LSTA) which is a federal program. Several learning opportunities including training for the library's Network Administrator, attendance for 14 at the Maryland Library Association conference, and national conference travel for frontline staff were submitted to DLDS. The itemized list of how the funds would be spent was reviewed and approved by DLDS staff before being submitted for the Notice of Grant Award (NOGA). Once that arrives we can begin spending the funds.

Unfinished Business

Conference and Training Budget

The question in February was why the budget line for Conference and Training was \$10,066.42. Director Plymire informed the BOLT that the figure includes the original budget of \$8,000 plus \$2,066.42 from Friends of Calvert Library; a donation for two frontline staff to travel to the Association of Rural and Small Libraries conference. To give a full picture of the staff development funding, Director Plymire distributed the expenditure audit trail for that Conference and Trainings Grant fund from SMRLA. That account has an additional \$8,000. The expenditures in the grant account will be included in the budget packet at future meetings. The income, when SMRLA is invoiced and reimburses us, is shown on the Income sheet that is distributed monthly.

Meeting with the School Board

During the November meeting, a board member offered that it would be useful to have a meet and greet with the Board of Education. Since the logistics of this would be challenging unless the library wishes to do a formal presentation to the BOE, it was decided that Director Plymire would plan another one on one meeting with Dr. Curry to discuss further opportunities for partnership with the schools.

New Business

Increased State Funding

Director Plymire noted that the Strategic Plan should help us decide how to appropriate the approximately \$24,000 increase in state funding for FY16. This increase is due to a raise in per capita funding for Public Libraries that was passed unanimously during the 2014 session in Annapolis. The FY16 funding estimate is “draft” until the budget is finalized by the General Assembly this session.

Reports

Friends of the Library

Ms. Grahame shared that the Friends will hold a Pub Quiz March 20. Spots for teams are still available. The winning team will win \$300. Doors open at 6:30pm and the quiz starts at 7:00.

SMRLA

President Eggert has no new business to report.

Foundation

Ms. Grahame had no new business to report for the Foundation.

Announcements/Other

There were no announcements.

Board picture

The BOLT approved last month’s picture for publication.

President Eggert adjourned the meeting at 3:16pm

Next Meeting – April 14, 2015 at Prince Frederick at 2pm