

**Board of Library Trustees
April 14, 2015 –Minutes**

Present:

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

Carrie Plymire, Director
Beverly Izzi, Recorder
Marisa Sanchez, Consultant (via phone)

Absent:

Call to Order

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

Strategic Planning

Marisa Sanchez conducted a focus group with the Board of Library Trustees (BOLT) for the Strategic Planning process.

President's Report

President Eggert had no news to report.

Minutes

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

Director's Report

FY15 Budget

Director Plymire shared the FY15 income statement with the BOLT. She will send the Expense report out with the minutes as it didn't make it into the packet.

Facilities Master Plan

Director Plymire shared that the Facilities Master Plan RFP mandatory pre-bid meeting was Monday, April 13. Three companies attended this meeting. Ms. Plymire will send a copy of the work products requested in the Facilities Master Plan RFP to the BOLT with the minutes. There was discussion of the national recommendation for library square footage which is 1sqft per resident. Calvert Library is at approximately 46,000 sq ft; considerably less than this recommendation.

May 12 from 12-1:45 the BOCC will meet with Calvert Library and BOLT for lunch and a short presentation. Top issues for the agenda: saying thank you for their support, facilities master plan, the strategic plan, explanation of what we do with the money they give us (increase in program attendance , use of materials, door count), note that the materials budget has remained the same, imagination stations and Fairview eagle scout project, Check Out Your Community, connection to BOCC goals.

Strategic Plan FY16-18

Director Plymire stated that the Strategic Plan process is going extremely well. The staff data collection teams are working hard and producing excellent information that will be shared with the BOLT when it is complete.

Monthly Report – January & February reports are in the board packet.

Staffing

Director Plymire noted that Patti McConnell will fill the Branch Manager position at the Southern branch. Shannon Brauner, Children’s Librarian at Fairview Branch has resigned; her family is moving. The Circulation Supervisor position vacated by McConnell is posted internally. The Fairview position has been posted online, with out partners and in the branches.

Director Plymire noted that credit card machines have been purchased and will be installed soon.

The Maryland State Department of Education notified Director Plymire that the FY14audit has been accepted.

Unfinished Business

Director Plymire shared the letter to be sent to the Mayors of North Beach, Chesapeake Beach and BOCC regarding the planning process of a future Twin Beaches Branch. Several edits were proposed.

New Business

Ms. McHugh moved to grant Director Plymire permission to move \$10,000 of the income collected above the amount budgeted into the collection budget. President Eggert seconded the motion. Motion passed unanimously.

Ms. McHugh made a motion that Director Plymire be given the latitude to close library on June 5th for an annual planning day for staff. Mr. Cumbo seconded the motion. Motion passed unanimously.

Mr. Cumbo moved that Director Plymire require library staff meet on November 11, 2015 for a staff work day to follow up on Strategic Plan changes. Ms. Wells seconded the motion. Mr. Cumbo then amended the motion to be an annual in-service day each year on November 11th, a day the library is already closed. Full-time staff will have a floating holiday to replace the

Veterans Day holiday. Ms. Wells seconded this motion. After much discussion, both the amendment and the original motion passed by a vote of 3-2-1.

Reports

Friends of the Library

Ms. Grahame shared that the Friends spring Book Sale will be on Saturday, May 16. Director Plymire shared that the Friends have made a donation of \$2,500 to supplement donations from the Optimist Club to purchase Books for Babies.

SMRLA

President Eggert had no news to report.

Foundation

Ms. Grahame had no new business to report for the Foundation. Director Plymire noted that the Award Dinner is being planned to honor Kip Hine and Wilson Parran. A date has not been set.

Announcements/Other

There were no announcements.

President Eggert adjourned the meeting at 4:04pm

Next Meeting – May 12, 2015 at Prince Frederick at 2pm