

Board of Library Trustees
May 10, 2016 –Minutes
Meeting held at Calvert Library Prince Frederick

Present:

Martha Grahame, President
Stewart Cumbo
Karen Eggert
Celeste Fort
Wilson Parran
Terese Wells
Carrie Plymire, Director
Beverly Izzi, Recorder

Absent:

Carolyn McHugh

Call to Order

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

Minutes

Ms. Wells moved to approve the minutes of the April 12, 2016 meeting as disseminated electronically. Mr. Parran seconded the motion. The motion passed unanimously.

President's Report

President Grahame attended National Library Legislative Days May 2-3 as did Director Plymire. The 2nd was a day of panels and issue briefings set up by American Library Association's Washington Office. That evening there was a reception at Hart Senate Office Building. House Democratic Leader Nancy Pelosi was given United for Libraries' Public Service Award for her support for libraries. Pelosi began her career in public service as a board commissioner for the San Francisco Public Library. On Tuesday, along with a delegation representing Maryland Libraries, they met with Senator Mikulski's legislative aide.

Director's Report

FY16 Budget

Director Plymire shared the FY16 Budget with the Board of Library Trustees (BOLT). Expenditures are on track for the year and the salary account still shows considerable savings. Plymire reported that the hardware and software orders are nearly ready to submit. Vehicle maintenance is overspent due to maintenance on the Mobile Services SUV and GMC Van. Income will be under the estimated revenue but overall we may still hit our revenue projections. Fines revenue is down but lost item revenue is up. Auto-renewal is the likely cause of a decrease in fine income but it is too early to tell how much of an impact that will make.

Director's Report

Director Plymire reviewed highlights of her written report:

- She noted that Calvert Library is fully staffed right now

- Plymire stated that the county approved the salary request for FY17 budget
- A Calvert Reads presentation will be given to OB/GYN and family care practices at their monthly Calvert Memorial Hospital meeting on May 11.
- PLA (Public Library Association) Conference debrief of those that attended the conference was last night - a lot of interesting ideas were shared
- Two Calvert Library staff presented at MLA (Maryland Library Association) Conference last week: Barbara Thorp and Tiffany Sutherland. Barbara presented on Calvert's Check Out Your Community program and Tiffany presented on Asset Development for Teens. President Grahame attended both programs and said that they were both very well received.
- Calvert Library applied for and received a Great Stories Club Grant: "The Art of Change: Creation, Growth and Transformation." Megan Jones wrote the grant as part of a graduate school class. Tiffany Sutherland will lead the discussions. Tiffany will attend project orientation/training at the American Library Association (ALA) Conference training in Orlando this June. Calvert Library will partner with Tri-County Youth Services Bureau to host reading and discussion events with teens for each of three book titles: "Absolutely True Diary of a Part-Time Indian" by Sherman Alexie; "Buck: A Memoir" by M.K. Asante and "The Complete Persepolis" by Marjane Satrapi
- In answer to a question from the April meeting about legal coverage through LGIT (Local Government Insurance Trust), the county has a relationship with them, but the Library does not. We have Director and Officers insurance through Great American for HR and Director's and Operators liability issues. That coverage extends to legal fees resulting from a suit.
- Mr. Parran asked about the Disaster Preparedness training Plymire had attended. Director Plymire stated that the training was very good; the highlight was a one-page emergency response sheet that all staff carry with them in a wallet. It is a compilation of the most useful and critical info from the existing Emergency Manual and the Continuity of Operations Plan (COOP). The library will be forming a team to work on this topic.
- Plymire graduated from Leadership Southern Maryland on Friday, May 6. She will be putting together a short report for the Foundation who funded the tuition for LSM and will share that report with the BOLT.
- The draft RFP for the Facilities Master Plan is in its final stages. The Prince Frederick and Southern RFPs for cleaning contracts have been approved by the Director and will be going out to bid in the next week.
- Director Plymire has been accepted into an Executive Leadership Immersion program led by American Library Association President-Elect Julie Todaro this summer. It will be held July 31 – August 4 in Austin, Texas and is hosted by the Texas Library Association. Each participant will be working on a project during the week; Plymire will be working on a strategic plan for building/renovating facilities. The Maryland Division of Library Development and Services (DLDS or the State Library) will be paying her tuition.
- They Management team's Annual Planning Day will be Thursday, May 12. Director Plymire will facilitate the day and plans to focus on what has been accomplished toward the FY16-18 Strategic Plan as well as visioning what success looks like in accomplishing the plan. Decisions about programming for FY17 will be based on whether it contributes to the vision.

- Kid's Card planning is underway. A letter has been drafted with Jen Sturge from Calvert County Public Schools (CCPS) Board of Education. This letter will go out this spring letting parents know that a fine-free Kid's Card will be coming in the fall and that the school system will be sharing student data with the library. The letter emphasizes the value that both the schools and the library place on data security and privacy. A second letter will go out in the fall. Parents will have the opportunity to "opt out" of getting a Kid's Card for their child.

Unfinished Business

In order to give library staff advance planning notice, President Grahame asked what data the BOLT might be interested in seeing for the two new initiatives:

Welcome Back Week (June 6-11, 2016)

- % of accounts in arrears that are forgiven
- amount of fines and fees forgiven
- age of accounts that are forgiven
- whether forgiven account remain active 6 months later

The goal is getting people back in to use the library. They will find all the resources the library has to offer. Calvert Library will market this by doing a Val-Pack ad, social media ads, constant contact emails, info given to students during 1st and 4th grade visits as well as a Channel 6 Newsmaker's interview segment for Comcast that Director Plymire taped on May 9.

Re-evaluating Kids Cards in June of 2017

- # of lost materials (may not be easily reported on per consultations with SMRLA)
- # of checkouts to Kids Card holders
- Feedback from CCPS teachers and media specialists
- Increase in the use of databases that students can access in the classroom and at home
- Can we know how many cards hit 5 renewals i.e. might have lost items?

Director Plymire stated that the goal of the program is to remove barriers to access for children who might visit the library without an adult who can sign for a regular library card (nannies, neighbors, etc.) as well as enabling teachers to utilize the public library's digital resources with students in the classroom. She asked if the program was deemed to be losing too many books, whether the BOLT would be inclined to stop it for everyone or just for children who lost a certain

number of materials. Plymire also stated that if a child were repeatedly losing materials, it was likely that library staff would find donated copies of books to give to that child.

New Business

Prince Frederick Sunday hours brainstorming session

The BOLT revisited the topic of Sunday Hours. The FY17 Budget Request documents indicated that the Board of County Commissioners was interested in knowing what staffing requests existed that had not been mentioned in the 5-6 years since the great recession. With the approval of the BOLT, Director Plymire filed paperwork indicating that four part-time positions would be required to enable PF to expand services to include Sunday hours. As expected, that “request” was not approved for FY17. The BOLT acknowledged that the request for Sunday hours is heard during every customer survey; it is generally a very busy day for library systems that are able to provide Sunday service hours. The BOLT asked Director Plymire prepare a more detailed assessment of what would be required to pilot opening the Prince Frederick Library on Sunday afternoons during the school year. All acknowledged that this would not take effect until fall of 2017 at the earliest. Director Plymire will prepare the cost analysis for August meeting.

End of fiscal year spending

Necessary repairs to the Mobile Services SUV and van overspent the vehicle repair line of the FY16 budget. Summer Fun performances also required additional funds. Mr. Parran made a motion to approve Director Plymire’s request to move \$1,176.00 from Contracted Services and \$820.11 from Gasoline to Vehicle Supplies and Maintenance as well as moving \$250.00 from Contracted Services to Adult and Childrens Programming. Mr. Cumbo seconded the motion. Unanimously approved.

Director Plymire also requested that the BOLT grant her latitude to move any extra money remaining in Contracted Services and Periodicals to accounts where those funds could be expended before the end of FY16; accounts she would move funds to were Telephones (increased expenses) and the Audio Visual Material account for DVD Express and Hoopla. Ms. Eggert made a motion to allow the Director to have the authority to make these budget changes. Ms. Wells seconded the motion. Motion approved unanimously.

Plymire also informed the BOLT that she would be over- and under-spending the General Operating Accounts for Printing and Office Supplies, Advertising, Postage, and Equipment Repair and Rental as needed. (These General Operating accounts do not require fund transfers like the Restricted Operating Accounts do.)

Reports

Friends of the Library

President Grahame noted that the Friends will hold a Sidewalk Book Sale at Calvert Library Prince Frederick May 21 from 9am-3pm. Setup will be at 7:30 am, all are invited to help.

Sept 23-24, Mini Golf Fundraiser will be held at Calvert Library Prince Frederick.

SMRLA - Ms. Eggert shared that SRMLA did not meet today.

Foundation

President Grahame reported that the Foundation Gala Art Auction made over \$20,000.

Announcements/Other

After a couple of BOLT members expressed calendar conflicts with upcoming meetings in August and November, Director Plymire stated that she would send out a Doodle to ascertain whether meeting date changes would be beneficial.

President Grahame adjourned the meeting at 3:45pm.

Next Meeting – June 14 at 2:00pm – Southern Branch, Solomons