

**Board of Library Trustees
May 12, 2015 –Minutes**

Present:

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

Carrie Plymire, Director
Beverly Izzi, Recorder

Absent:

Carolyn McHugh

Call to Order

Meeting called to order at 12:36pm by President Eggert.

Minutes

Ms. Cunningham moved to approve the minutes of the April 14, 2015 meeting as disseminated electronically Ms. Forte. seconded the motion. The motion passed unanimously.

President's Report

President Eggert reported that the Southern Maryland Regional Library (SMRLA) did not meet today.

The BOLT reviewed a letter received from Mayor Frazer acknowledging that he understood the planning process for new libraries and thanking the board for their letter.

Director's Report

FY15 Budget

Director Plymire shared the FY15 Budget with the Board of Library Trustees (BOLT). Expenses and income are on track. Income is still approximately \$10,000 over budget.

Director's Preliminary Written Report

Ms. Plymire received positive feedback on her plan for the library to expand its eBook collection with the \$10,000 in additional income. She will contact County Finance with a detailed request after a team tests the proposed software platform for ease of use.

Facilities Master Plan

One bid was received for the Facilities Master Plan RFP. A meeting date for the review team will be scheduled. Evaluation criteria are being finalized. If that bid meets the Library's requirements, it will be accepted. If it does not, the RFP process will be re-opened.

Strategic Plan FY16-18

Director Plymire stated that a draft of the Strategic Plan will be reviewed by the Management Team at their annual planning day on May 14. A final plan should be ready for the board to approve at the June meeting.

Staffing

Director Plymire noted Megan Jones will be filling the position of Circulation Supervisor and Teresa Piovesan will be filling the full-time children's opening at PF. Interviews for the PT opening at Fairview are being held on May 19th.

Director Plymire noted Collection HQ is up and running. This software, purchased by the Foundation, will be used to manage the existing collection and provide data to drive purchasing decisions.

Unfinished Business

Ms. Cunningham stated that she would like the BOLT to have time to study any proposed changes to policy or holiday closures before the issue comes to vote.

New Business

President Eggert proposed that the BOLT not meet in July. Ms. Wells made a motion that the BOLT not meet in July 2015. Ms. Grahame seconded the motion. The motion passed unanimously.

Reports

Friends of the Library

Ms. Grahame shared that the Friends will have an Outdoor Book Sale on Saturday, May 16. The BOLT is invited to attend and volunteer. Ms. Cunningham mentioned that she had seen the information about Amazon Smile in a Friends newsletter and had signed up. 0.05% of each purchase amount will be donated to Friends of Calvert Library.

SMRLA

President Eggert asked Ms. Cunningham to fill in the BOLT regarding the leases that are being worked out between St. Mary's County and SMRLA and St. Mary's County and St Mary's Library. Square footage for both occupants of Charlotte Hall are being finalized which will result in a formula for sharing maintenance costs.

Foundation

Ms. Grahame reported that the Foundation had a booth at the Arts Fest held in May at All Saints Episcopal Church. Saturday, September 19th will be the Foundation Awards Dinner. The Foundation has invested in the Imagination Stations and is looking forward to the installation of the next one in Prince Frederick. The Foundation participates in Amazon Smile as well.

Announcements/Other

There were no announcements.

President Eggert adjourned the meeting at 2:16pm

Next Meeting – June 9, 2015 at the Southern Branch at 2pm