

**Board of Library Trustees
September 9, 2014
Minutes**

Present:

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

Carrie Plymire, Director
Beverly Izzi, Recorder

Absent:

Rene Cunningham
JR Mathers

Call to Order

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

Minutes

Ms. Grahame made a motion to approve the minutes of the August 12, 2014 meeting as disseminated electronically with two corrections. Ms. Wells seconded the motion. The motion passed unanimously.

President's Report

President Eggert stated that due to the absence of Mr. Mathers for more than six Board of Library Trustees (BOLT) meetings in a calendar year, she will send a letter to the Calvert County Board of County Commissioners (BOCC) stating that he is considered to have resigned per state law. The letter will ask that the opening be posted so that the BOLT may interview and nominate someone to fill the opening.

Director's Report

FY15 Budget

Director Plymire shared the FY15 statements of spending and income with the BOLT.

Comments

Director Plymire shared a letter of thank you from Meals on Wheels for the donation of Friend's sale books for door prizes at a recent Meals on Wheels event. She also read a letter from the BOCC in appreciation of the library's stance on the League of Women Voter's proposed Town Hall meeting on Dominion Cove Point.

Incident Reports

A customer in Prince Frederick was asked by the branch manager to move away from the entrance of the Library. He declined to move away from the entrance enough to prevent his smoke from entering the building.

There were two incidents of customers coming into the Twin Beaches branch that appeared to be under the influence of illicit drugs: one incident in which a young man passed out while using the computer and a second in which the police were called due to inappropriate behavior.

Director's preliminary written report

Director Plymire reviewed the library's Capital Improvement Project (CIP) budget requests for FY16-FY21. She will send a copy of these requests to the BOLT.

Circulation Stats for FY14

Director Plymire gave the BOLT a copy of the circulation statistics for FY14.

Director's Goals

Director Plymire discussed her goals through the end of the 2014 calendar year with the BOLT.

Regarding Director Plymire's goal of becoming more connected in the community, discussion ensued as to the role of the BOLT in assisting with this goal. The idea of inviting community groups to attend BOLT meetings was shared and Director Plymire noted that this is often part of monthly staff meetings. She invited the BOLT to attend the September 19th staff meeting where a guest speaker will be presenting a Young Adult Non-Fiction Reader's Advisory training.

Other

Director Plymire informed the BOLT that the county is allowing the library to put conference expenses on the County credit card without requiring the library to follow the County's Travel Policy which requires all out-of-state travel to be approved by the County Administrator. Director Plymire will investigate whether other Maryland libraries have policies about which staff attend conferences or whether this is an operational matter.

Old Business

Smoke Free Campus

Director Plymire opened the discussion about smoking outside of the library entrances.

BOLT decided that Director Plymire will revise the customer rules of conduct regarding smoking outside the library buildings. This revision will be presented at the October meeting. Director Plymire will request that the county attorney review the proposed changes.

New Business

Laptop Loan Policy

Director Plymire passed out a proposed Laptop Use Policy for approval. Ms. McHugh moved that the BOLT accept as written the Laptop Use Policy. Ms. Grahame seconded the motion. The motion passed unanimously.

Fairview Sign Policy

Director Plymire distributed a new Fairview Branch Exterior Signs policy. Ms. Grahame moved that the BOLT accept as of this date the Fairview Branch Exterior Signs policy. Ms. Wells seconded the motion. The motion passed unanimously.

Reports

Friends of Calvert Library

Ms. Grahame reported that the Friends annual meeting is September 10, 2014, and there is a book sale on September 17, 2014.

SMRLA

President Eggert shared there was no September Southern Maryland Regional Library Association (SRMLA) meeting.

Calvert Library Foundation

Ms. Grahame stated that the Foundation Art Auction will be held October 25, 2014. The Foundation approved the purchase of Collection HQ for one year.

BOLT members agreed to take Trustee Academy's Trustee Basics Part 2 training in advance of the October meeting.

Announcements/Other

There were not announcements.

Public Comment

There was no public comment.

President Eggert adjourned the meeting at 3:58pm.

Next Meeting

October 21, 2014 at 2pm at Calvert Library Prince Frederick.

Respectfully submitted,

Beverly Izzi