

**Board of Library Trustees
December 9, 2014 –Minutes**

Present:

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

Carrie Plymire, Director
Beverly Izzi, Recorder

Call to Order

Meeting called to order at 2:06pm by President Eggert.

Minutes

Ms. Cunningham moved to approve the minutes of the November 21, 2014 meeting as disseminated electronically with one spelling correction. Ms. McHugh seconded the motion. The motion passed unanimously.

President's Report

President Eggert shared a schedule for the Policy Review dates. Policies last reviewed in 2009 will be done in 2015.

President Eggert, Director Plymire and County Attorney John Norris met with the Ethics Commission regarding the Financial Disclosure Form. The questions that the Commission will answer in writing revolved around how library staff should respond to questions on the disclosure form that ask staff about "their agency" -- is their agency the Library or County Government? On November 25th an ordinance to amend the Calvert County Ethics Code was adopted by the BOCC that officially includes the library staff and Board of Library Trustees in the financial disclosure requirements.

The opening on the BOLT will be on the BOCC's meeting agenda sometime in January 2015.

Director's Report

FY15 Budget

Director Plymire shared the FY15 Budget with the BOLT. Expenses and income are on track.

FY15 CIP

Director Plymire stated that Tim Hayden, head of Finance and Budget, told her that the county is sitting on the CIP money for the Facilities Master Plan at this time. Julie Paluda, Capital Projects Analyst supports the project going forward, as it may help save money in the future. It is Director Plymire's understanding that the new BOCC will decide on this funding. The Facilities

Master Plan is required to receive matching funds from the \$5 million state capital fund for library construction. The planning that is involved in this project is of great strategic value to the library.

The Marketing budget has been cut at SMRLA, but they will continue to print materials used by all three counties. 90% of Constant Contact contract will be paid for by SMRLA.

Maureen Hoffman contacted director Plymire regarding an inquiry from God's Grace regarding a shared parking agreement at Fairview branch.

Calvert County Finance has not made PayPal distributions to Charles and St. Mary's since September. Those payments will go out this month. Discussion ensued about possible alternatives if the County were to decide that they were no longer willing to offer this service.

Director Plymire shared a draft FY2014 Annual Report with the BOLT.

Comcast Newmakers was taped with the Director last week. The Director will email the segment to the BOLT.

The last phase of preparing the FY16 budget is to demonstrate the areas in which the library's goals align with the BOCC's goals and to format those into objectives and performance measures. The county is adopting this format for all internal departments and associated organizations have been asked to follow the format as well.

D&O Insurance renewal has come in. The BOLT discussed increasing coverage from \$1,000,000 to \$2,000,000. Director Plymire will seek bids from other companies as renewal is not due until after the next BOLT meeting.

Unfinished Business

Smoke and Tobacco Free Policy

Director Plymire shared proposed changes to the Rules of Customer Conduct and proposed a Tobacco & Smoke Free Policy. Director Plymire stated that implementation will be accompanied by signage. Ms. McHugh moved to approve the Smoke and Tobacco Free Policy, Ms. Cunningham seconded, motion passed unanimously.

Customer Rules/Code of Conduct

Director Plymire shared proposed changes to the Customer Rules/Code of Conduct. Ms. Grahame moved to approve the amended Customer Rules/Code of Conduct, Ms. Mc Hugh seconded the motion, motion passed unanimously.

New Business

Meeting Schedule for 2015

Director Plymire distributed the BOLT meeting schedule for 2015.

BOCC lunch and learn – at Twin (To be scheduled by the BOCC when they meet on 1/7)
This will be a special Tuesday that will hopefully not impact the normal meeting schedule for the BOLT.

Christmas Holiday in coming years

Christmas will fall a Friday in December 2015. The BOLT discussed possible schedules of closure. Ms. Wells will draft some options for the BOLT to review at the January meeting.

Election of Officers

Ms. Eggert was unanimously re-elected as President of the BOLT. Ms. Cunningham was unanimously re-elected as Vice President of the BOLT.

Reports

Friends of the Library

Membership renewals will be going out this month. All BOLT members are encouraged to renew their membership. A book sale will be held in January.

The knitting group that meets at the Prince Frederick library on Friday afternoons has donated scarves for the Friends to sell in the Friends shop.

SMRLA

President Eggert shared that the Maryland Advisory Council on Libraries (MACL) is working on making the State Division of Libraries more effective. During this legislative session a summer study is expected to be commissioned to explore moving DLDS out of MSDE.

SMRLA is scheduling a date for new library board member orientation.

SMRLA hosted a very nice legislative breakfast on December 4.

Author event was held last weekend for the One Maryland One Book writing contest. Books are for sale.

Foundation

A date will be set for a reception for the Imagination Station at Twin Beaches Branch.

Announcements/Other

Board Picture in February, come prepared for photo.

President Eggert adjourned the meeting at 3:25pm

Next Meeting – January 13, 2015 at Prince Frederick