

**Board of Library Trustees**  
**October 06, 2015 -Minutes**

Meeting at Calvert Library Prince Frederick

**Present:**

Karen Eggert, President  
Stewart Cumbo  
Rene Cunningham, Vice President  
Martha Grahame  
Celeste Fort (via phone)  
Terese Wells

Carrie Plymire, Director  
Beverly Izzi, Recorder

**Absent:**

Carolyn McHugh

**Call to Order**

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

**Minutes**

Ms. Wells moved to approve the minutes of the September 08, 2015 meeting as disseminated electronically with corrections. Ms. Grahame seconded the motion. The motion passed unanimously.

**President's Report**

President Eggert had no report.

**Director's Report**

**FY15 Budget**

Director Plymire shared the FY15 Budget with the Board of Library Trustees (BOLT). Supply line item is larger than normal for this time of year due to a one time annual expenditure for storytime supplies and printer cartridges. Donations made in memory of a Fairview customer will be shown on the income statement for November

**Director's Preliminary Written Report**

Director Plymire reviewed highlights of her written report. She has received two written letters complimenting the Outreach department staff. She will share these at the next meeting. Staffing is down by 2 substitutes.

## **Unfinished Business**

### FY17 Capital Improvement Plan – Fairview renovation

Plymire shared plans for small refresh to the Fairview Branch. Branch Manager, Lisa Tassa, and Plymire will meet October 19 to set time line and create a budget for refresh. The Teen collection and the reference collections have traded places in the branch allowing for more display space by the back door to the branch. Staff at Fairview will no longer handle donations, a volunteer Friend will be sorting and distributing them and managing the sale shelves.

### Facilities Master Plan

Plans are on course for a joint Facilities Master Plan. DLDS has not announced their grant process.

Director Plymire stated that the Directors of Charles and St. Mary's County libraries should be named soon.

## **New Business**

Computer Use Policy – Proposed revision disseminated. Based on feedback from the BOLT, Director Plymire will rework a section of the policy and bring it to the November BOLT meeting for approval.

### Salary study

Ms. Plymire disseminated a chart showing the results of a Salary Study conducted by St. Mary's County in 2014-15. The salaries of some positions appear to be out of line in comparison to neighboring counties. Motion made by Ms. Grahame to hire Frank & Wheeler to do a study of the following positions; assistant branch manager & branch supervisors, branch manager – medium branch, branch manager (large branch), and director. Mr. Cumbo seconded the motion. Motion passed unanimously.

### Approval to close Fairview for carpet replacement – Nov 12-14

Ms. Cunningham made a motion to close Fairview branch from November 12-14, 2015 for carpet replacement. Ms. Wells seconded motion. Motion passed unanimously.

Affirmation of state law regarding term limits of the BOLT – Ms. Grahame made a motion to affirm term limits of the BOLT as laid out in MD State Code. Mr. Cumbo seconded the motion. Motion passed unanimously.

Plymire shared the FY16 budget goals and noted that for the FY17 budget these goals will be updated with FY15 actual and FY16-17 projected figures. This document and the final draft of the FY17 budget will be reviewed and approved at the November BOLT meeting.

Director Plymire disseminated a draft holiday schedule for 2016. Ms. Cunningham moved to accept the Holiday Schedule for 2016 as proposed. Ms. Grahame seconded the motion. Motion passed unanimously.

Director Plymire distributed a BOLT meeting schedule for 2016. Mr. Cumbo moved to accept the BOLT meeting schedule as proposed. Ms. Grahame seconded the motion. Motion passed unanimously.

Ms. Cunningham announced that she will resign from the BOLT in December 2015. The Board thanked her for her years of service and sage advice.

### **Reports & Announcements**

Reports and announcements were dispensed with to allow time for the BOLT to move to executive session.

Friends of the Library will host a pub quiz on November 13 at 6:30

### **Executive Session**

President Eggert stated that the remainder of the meeting would be in Executive Session to discuss the compensation of the director. Mr. Cumbo moved to go into Executive Session according to statutory authority 3-305(b)(1). Ms. Grahame seconded the motion. The motion passed unanimously.

Meeting moved to Executive Session at 3:15pm.

BOLT members Cumbo, Cunningham, Eggert, Fort, Grahame, and Wells attended the closed session. Director Plymire attended a brief portion of the session. After her departure and further discussion, a unanimous vote was taken on the compensation of the Director.

The closed session adjourned at 4:00 pm.

Next Meeting – November 10, 2015 at Calvert Library Prince Frederick at 2pm