

**Board of Library Trustees
Calvert Library Prince Frederick
August 8, 2017 at 2:00 pm – Minutes**

Present:

Delores Brown
Stewart Cumbo
Karen Eggert
Martha Grahame, President
Catherine Grasso
Jeffrey Lewis
Carrie Plymire, Director
Beverly Izzi, Recorder

Joan Kilmon, Branch Manager, Calvert Library Twin Beaches Branch

Absent:

Carolyn McHugh, VP

Call to Order

Meeting called to order at 2:00pm by President Grahame.

Minutes

Ms. Eggert moved to approve the minutes of the June 13, 2017 meeting as disseminated electronically. Ms. Grasso seconded the motion. The motion passed unanimously.

Director's Report

Director's Preliminary Report

Director Plymire reported that Branch Manager of Calvert Library Prince Frederick (PF), Marcia Hammett, will be retiring as of October 1. Her position will be posted soon.

Director Plymire shared that the Maryland Sesquicentennial 1864 Slave Emancipation Quilt initiated by Dr. Joan Gaither in conjunction with the Maryland Commission on African American History and Culture is on display at Calvert Library Prince Frederick. This quilt is touring the state.

FY17 Budget

Director Plymire shared the FY17 Expenditures and Revenue with Board of Library Trustees (BOLT). She stated that expenditures are still being finalized as benefits take additional time for county staff to calculate and post. Plymire pointed the BOLT's attention to a bureau account where Southern Maryland Regional Library (SMRLA) reimbursements to Calvert Library for Ingram processing are posted; she noted that the funds in the bureau account are subtracted from the over-expenditure of materials accounts. Revenue is complete for FY17. Due to auto-renewal's impact on fine income, revenue projections were under by (49,926.38).

FY18 Budget

Director Plymire reported that spending is on track for FY18.

CIP

Capital Improvement Projects (CIP) planning for FY19-25 has begun.

Plymire also indicated that library requests were being formulated for the FY19 Buildings and Grounds budget. The interior of PF will be painted in FY18 and carpet is to be replaced in next 2 years.

Unfinished Business

Approval of 2017-2027 Facilities Master Plan

Ms. Eggert moved to approve the 2017-2037 Facilities Master Plan. Mr. Cumbo seconded the motion. Motion approved unanimously.

Director Plymire stated that she is working with Jennifer Moreland, Head of Community Resources and Terry Shannon on when Toni Garvey could do a presentation of the finalized Facilities Master Plan to the Board of County Commissioners.

New Business

Presentation regarding possible land for a new Twin Beaches Branch.

Chesapeake Beach and North Beach made presentation regarding possible locations for the new Twin Beaches Branch. Their presentations focused on nine criteria for selection that Director Plymire had shared with each Mayor: size of site, adequate parking, accessibility, availability of utilities, availability of fiber, flood plain considerations, room for future expansion, public amenities around the site, and cost of the property to the library/county. Towns were also asked to share any contingencies that exist with proposed sites.

Director Plymire was asked to follow up on several questions the BOLT had after the presentations. The BOLT also asked to have site visits at both locations.

Reports

Friends of the Library

Ms. Grahame reported the next Sidewalk Book Sale will be held Sept 16th. She was interviewed for a Friends article for SMRLicious (the Southern Maryland Regional Library Association newsletter).

SMRLA

Ms. Eggert reported that Southern Maryland Library Association's (SMRLA) August board meeting was held this morning. Presentations were given by all 3 library Directors. She noted that St. Mary's County Library is working on building a new branch in Leonardtown. Charles County Public Library is planning to renovate the LaPlata branch and has recently purchased a 26ft Mobile Library which contains two computer work stations (with room for two more) and 2,000 volumes. She also noted that they have begun a performance evaluation process for the CEO of SMRLA, Sharan Marshall.

Foundation

President Grahame stated that the Foundation will have an Art Auction October 7 at St. Paul's Episcopal Church in Prince Frederick. She asked that anyone with connections to local artists inquire about donations to the auction – the auctioneer allows the Foundation to put a small number of locally donated pieces into the auction and all proceeds of those locally donated works go to the Foundation. Tickets (\$20 apiece) can be purchased at any library location.

Announcements/Other

September 16 - Friends of the Library – Sidewalk Book Sale

October 14 Statewide Trustees, Friends, Foundation conference – Laurel Library 9:30-3

There was no public comment.

Mr. Lewis moved to adjourn.

President Grahame closed meeting at 4:00pm.

Next Meeting – September 12, 2017 2:00pm at Calvert Library Twin Beaches Branch