

**Board of Library Trustees  
Calvert Library Fairview Branch  
November 14, 2017 at 2pm - Minutes**

**Present:**

Martha Grahame, President  
Carolyn McHugh, Vice-President  
Delores Brown  
Stuart Cumbo  
Karen Eggert  
Catherine Grasso  
Jeffrey Lewis  
Carrie Plymire, Director  
Emily Mudd, Recorder

**Absent:** None

**Call to Order**

Meeting called to order at 2:03 pm by President Grahame.

**Minutes**

Mr. Lewis moved to approve the minutes of the October 17, 2017 meeting as disseminated electronically. Ms. Brown seconded the motion. The motion passed unanimously.

**Directors Report**

**FY18 Budget**

Director Plymire reported that expenditures and revenue are on track for FY18

**Conferences**

Director Plymire reported that 13 staff members are going to the Public Library Association (PLA) conference in Philadelphia in March. This includes 6 managers and 7 front line staff members.

**Staffing**

Tiffany Sutherland has been hired to fill the Reference Supervisor position at Prince Frederick. Three new substitutes have been hired.

**Policies**

The wireless policy has been re-worded slightly. The changes are procedural, not policy related. Director Plymire will put approval of the updated policy on the December BOLT agenda.

There were no questions about the Director's written report. Plymire commented on the library's current Net Promoter Score which is 94.1 (on a scale of -100 to 100).

## **Unfinished Business**

Capital Improvement Plan (CIP) FY 19-24 revisions

Director Plymire reviewed the revisions that have been made to the funding for Twin Beaches in the most recent draft of the CIP. Director Plymire stated that she would request that President Grahame include a Closed Session during the December meeting to discuss site selection for Twin.

Salary Study

Director Plymire stated that she had not yet received a quote for the Salary Study. She advised that the benefit of requesting funds for a salary survey in the FY19 Budget (instead of looking for money in the FY18 budget) is that it will be an unresolved item requiring BOCC approval. If the commissioners approve the initial expenditure, with advocacy from the BOLT, that is a signal that they would consider approving any recommended salary increases resulting from the study. She went on to say that even if we commissioned a study now, the results would not be ready for consideration in the FY19 county budget.

The final draft of the MOU with County Government has not been received yet.

## **New Business**

Review and approval of FY19 Draft Budget

Director Plymire took the Board of Library Trustees (BOLT) through the FY19 requests in the Draft Budget. After some discussion about budgetary priorities, Mr. Cumbo moved to approve the Draft Budget as presented and Ms. Eggert seconded. The motion passed unanimously.

**Executive Session-** President Grahame stated that the next section of the meeting would be in Executive Session to discuss the annual performance evaluation of the Library Director. Ms. Eggert moved to go into Executive Session according to statutory authority 3-305(b)(1) at 2:40 pm. Mr. Lewis seconded the motion. The motion passed unanimously.

The BOLT discussed the Director's Performance Evaluation. President Grahame will compile notes and convey the results to the Director.

At 4:05 Ms. Eggert moved to return to open session; Mr. Cumbo seconded the motion.

After a short break, the meeting re-convened in open session at 4:10 pm.

## **Reports**

Friends of the Library

A total of 19 teams participated in the Friends of the Library's Pub Quiz on November 3, 2017. The event brought in \$1,800.

SMRLA

The Southern Maryland Regional Library (SMRLA) has been awarding grants to staff members pursuing their Masters of Library Science (MLS). Over the last 8 years, they have provided \$91,000 to 19 different staff members. Eight of these recipients were recognized at the SMRLA

trustee meeting and there were 3 in attendance who had completed their MLS. Nathan Summers represented Calvert Library. Many participants thanked supervisors for their support.

#### Foundation

A meeting will be held on the evening of November 15<sup>th</sup>.

#### **Announcements/Other**

MD Trustee Handbook Pocket Guide – review draft

The board members found the pocket guide to be valuable. Multiple suggestions for revisions were given aloud and more will be passed along in writing. Director Plymire thanked the BOLT for their insights and suggestions.

#### Trustee Binders

Mr. Cumbo requested that each board member be given an indexed binder with the fundamental BOLT documents (Library Bill of Rights, BOLT Bylaws, policies, etc.) that the board members will keep up-to-date. Director Plymire will see that this is done.

#### New Date for BOLT Retreat

After some discussion, the group decided to schedule the retreat for a full day in January. They agreed with the Director's suggestion for a facilitator and had started a list of agenda items during their discussion of the Director's performance evaluation. Director Plymire will contact the facilitator and send out a Doodle poll to find a mutually agreeable date. Based on an article about Board retreats that Plymire had shared with the BOLT, they agreed that having the facilitator meet with each member of the BOLT one-on-one before the retreat would be beneficial. All agreed that a decision would be made closer to the date regarding whether the retreat would replace or be in-addition-to a regular meeting.

#### Interviews of Trustee candidates

After a discussion initiated by Ms. McHugh, Ms. Brown motioned that there be an interview date and an alternative interview date for trustee applicants. Ms. McHugh seconded the motion. The motion for two dates carried. If a second date is needed, the same board members must be present at both interviews. Director Plymire will Doodle for interview dates after she knows how many candidates there are. President Grahame emphasized that she would like all seven board members to be present for the interviews.

#### **Public Comment**

There was no public comment

Ms. Grahame adjourned the meeting at 4:55 pm.

#### **Next Meeting**

The next meeting will be on December 12 at Prince Frederick.

Respectfully submitted,

Emily Mudd