

**Board of Library Trustees  
Calvert Library Southern Branch  
January 09, 2018 at 2:00 pm – Minutes**

**Present:**

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

**Call to Order**

Meeting called to order at 2:02pm by President Grahame. President Grahame introduced Lynn Harlan, Public Services Librarian in Children's at the Twin Beaches Branch. Ms. Harlan is observing the meeting as part of the curriculum for the MD Library Associate Training Institute (LATI) which she is attending this spring. LATI is 90 clock hours of training for Library Associates from around the state.

**Minutes**

Ms. McHugh moved to approve the minutes of the December 12, 2017 meeting as disseminated electronically. Mr. Lewis seconded the motion. The motion passed unanimously.

**Director's Report**

FY18 Budget – Revenue and Expenditures

Director Plymire shared with the Board of Library Trustees (BOLT) that expenditures and income are on track. With regard to expenditures, she shared Equipment is currently overspent by about \$1500. TV screens were purchased during Black Friday sales for the teen zone at Prince Frederick, meeting room 3 in PF and behind the desk at Fairview Branch. Donations of \$100 and \$500 were received that will reduce this overage.

Director's Preliminary Report

Director Plymire indicated that Ms. Paulita Gross will be sending out a doodle poll to reschedule potential Trustee interview dates and prospective dates for the BOLT retreat. She also noted that she will let the BOLT know if she is able to reschedule the staff brunch which was cancelled due to inclement weather.

Director Plymire shared that she did receive a quote from the Singer Group for a staff satisfaction survey. The BOLT supported her request expend funds to hire an outside consultant for this process and to add in additional services to include pre and post-survey presentations to the BOLT.

**Unfinished Business**

Memorandum of Understanding (MOU)

Director Plymire will meet on Wednesday, January 10 with Jennifer Moreland, Joan Thorp, Terry Shannon and Wilson Parran to re-establish the answer to the fundamental question of the library's autonomy and relationship to the County, particularly in the context of the salary budget. This conversation became necessary because of the BOLT decision to grant an in-grade increase for MLIS degrees and IT certification. Library policy is not in keeping with county personnel policy and the Finance Dept. found themselves needing clear guidance on how to proceed.

### **New Business**

#### Compensation and Salary Scales - Staff Handbook revision

Director Plymire presented a revised version of the Staff Handbook's Compensation and Salary Scale policy. The revised version details that an upgrade is defined as a 6% raise. It also spelled out the October 2017 vote that the BOLT took to grant in-grade increases to staff who earn their Masters in Library Science or IT staff who earn certification. Ms. McHugh made a motion to accept the Compensation and Salary Scales Staff Handbook revision as presented by Director Plymire. Mr. Cumbo seconded the motion. Motion passed unanimously. Discussion was held about an aspect of the policy on which Plymire sought guidance regarding whether staff who leave Calvert Library and are later rehired should be rehired at base grade as the Handbook currently states. It was agreed that this aspect of the Compensation and Salary Scale policy would be revisited during the formal revision process in spring of 2018.

#### Inclement Weather and Emergency Closings – Staff Handbook revision

Director Plymire reviewed the current Emergency Closing Policy in the Staff Handbook with the BOLT.

Ms. Eggert made a motion to approve the revised Emergency Closing Policy as proposed by Director Plymire. Ms. McHugh seconded the motion. Motion passed unanimously.

#### Election of Officers

Ms. Grahame opened the floor for nominations of BOLT Officers. Mr. Cumbo nominated Ms. Grahame as President. Ms. Grasso seconded the nomination. Ms. Grahame was elected as President. Ms. Grahame nominated Ms. McHugh as Vice President. Mr. Cumbo seconded the nomination. Ms. McHugh was elected as Vice President.

### **Reports**

#### Friends of the Library

President Grahame shared that the Friends of Calvert Library will be holding their annual winter Book Sale. Thursday, January 11, 2018, the Friends will start setting up at 9am and the preview for members will begin at 5pm. The sale will continue Friday 12-3pm, and Sat 9am -3pm. All are welcome to visit and/or volunteer. The next book sale will be May 19.

#### SMRLA

Ms. Eggert reported that Southern Maryland Library Association's (SMRLA) Board meeting was cancelled this month. President Grahame discussed the need for Board Members for the SMRLA board. Three representatives are needed from each county. Ms. Grasso is going to consider being appointed to the SMRLA Board.

President Grahame would like all BOLT members to try to attend the annual SMRLA Corporate Board Meeting on March 13 at 10:00 at the SMRLA offices in Charlotte Hall.

#### Foundation

President Grahame noted that the Foundation will meet Wednesday the 10th after the Friends meeting. They are planning their 2018 events and activities.

Ms. Grahame encouraged all BOLT members consider membership in Citizens for Maryland Library (CML) as well as attending the Maryland Library Association (MLA) Conference in Cambridge May 2-4. Visit [mdlib.org](http://mdlib.org) for more information.

#### **Announcements/Other**

Maryland Library Legislative Day – February 20, reception at 5:30pm

Citizens for Maryland Libraries will meet during Legislative Day at 3pm

Southern Maryland Delegation Reception – February 22, 7-9pm at Loew’s Hotel in Annapolis

There was no public comment.

Meeting adjourned at 3:50pm.

**Next Meeting** – February 13, 2018 2:00pm at Calvert Library Prince Frederick