

**Board of Library Trustees  
Calvert Library Twin Beaches Branch  
March 13, 2018 at 2:00 pm – Minutes**

**Present:**

Kip At Lee  
Delores Brown  
Stewart Cumbo  
Martha Grahame, President  
Jeffrey Lewis  
Carolyn McHugh, VP  
Carrie Plymire, Director  
Beverly Izzi, Recorder

**Absent:**

Catherine Grasso

**Call to Order**

Meeting called to order at 2:00pm by President Grahame. She welcomed Jennifer Moreland, Director of Community Resources, as an observer. She also officially welcomed Kip At Lee, who was appointed as new Board of Library Trustees (BOLT) member in February. Twin Beaches Branch Manager, Joan Kilmon, was also in attendance.

**Minutes**

Ms. McHugh moved to approve the minutes of the February 13, 2018 meeting as disseminated electronically. Mr. Lewis seconded the motion. The motion passed unanimously.

**Director's Report**

**FY18 Budget – Revenue and Expenditures**

Director Plymire noted revenues and expenditures are on track. She shared that at this time the fine income is more than was budgeted based on FY17 revenue. Plymire reminded the BOLT that the dramatic drop in fine income in FY17 was due to automatic renewals.

**Director's Preliminary Report**

Director Plymire highlighted the following items from the Director's Report: references are being checked for candidates for the Network Technician position which was funded in the FY18 budget; there will be new "Choose Civility" marketing tools and Wi-Fi Hotspots have begun to circulate. Ms. Kilmon shared that the Twin Beaches Branch had used hotspots on Friday, March 2 when their Comcast went out because of the wind storm. The branch had an increase in visitors who needed to charge personal devices and be in a comfortable space. Library customers also made use of the hotspots during that storm, including a college student who needed to connect to her online classes.

**Facilities Master Plan – Future Projects**

Director Plymire requested approval from the BOLT to explore options for siting a new Southern Branch according to the recommendations of the Facility Master Plan. Plymire also informed the Board that she

had begun conversations with General Services about finding space for the administrative offices of the library when County Government consolidates into a new facility. Moving admin out of the Prince Frederick library location is another recommendation of the Master Plan as PF could use the additional space.

### **Unfinished Business**

MOU with Calvert County Government – payroll processing

Director Plymire has received quotes from two payroll processing companies/ The costs range from \$15,000-20,000 annually depending on what services are included; time keeping, leave tracking, online onboarding of new employees, and assorted HR services.

Mr. At Lee made a motion that the Library staff, with inputs from the county staff, prepare for consideration by the BOLT, a draft concept for interfacing budgets which would include a commercial payroll process. Mr. Cumbo seconded the motion. Motion passed unanimously.

Earned Sick and Safe Leave – handbook policy – student pages

Director Plymire would like to clarify what we do for student pages, some of whom are eighteen and over, which qualifies them for Sick and Safe Leave consideration. Plymire informed the BOLT that student pages are not scheduled for more than 24 hours a pay period so they do not have to be granted leave. This clarification was needed because Substitutes are accruing leave even if they do not work 24 hours in a pay period.

McHugh made a motion that Student Pages not be given sick leave as they work fewer than 24 hours/pay period. Ms. Brown seconded the motion. Motion passed unanimously.

County Staff Recommended FY19 Budget – unresolved budget items

Director Plymire shared unresolved FY19 Budget items with the BOLT. Discussion ensued and the Board prioritized requests and directed Plymire to withdraw all other requested increases in funding.

Ms. McHugh made a motion to only include the following items in FY19 budget in this priority order:

1. Collection funds for new mobile library
2. Replacement B&W copier for PF
3. Replacement phone system for Southern
4. Printing & supplies – increase of \$3,000

Mr. Lewis seconded the motion. Motion passed unanimously.

The BOLT decided to delay the following for FY19:

1. Staffing request - assistant director

### **New Business**

Discussion – formalizing advocacy

President Grahame noted the BOLT will discuss formalizing advocacy at a future meeting. Director Plymire discussed the talking points that were sent out in March. BOLT would like these honed for non-library staff to 3 talking points to be used at community events.

## **Reports**

### Friends of the Library

President Grahame shared that the Friends of Calvert Library held a successful Pub Quiz Friday March 9, 2018 with 16 teams. She shared that there will be a Book Sale Saturday, May 19 and all are welcome to help.

### SMRLA

Ms. Grahame reported that Southern Maryland Library Association's Board meeting was held this morning. She shared that Tuesday, April 10, will be the SMRLA Corporate Meeting at 10:00am. This meeting will include a report on the State of SMRLA. All members of the BOLT are invited.

### Foundation

President Grahame noted that the Foundation held a work session on Saturday, March 10, facilitated by Marisa Sanchez.

Meeting adjourned at 4:06pm.

## **Announcements/Other**

Next Meeting for TWIN Beaches Branch presentation from Beach Town Councils - March 28 at 3pm – Calvert Library Prince Frederick – Meeting Room 3

**Next Meeting** – April 10, 2018 at 3:00 pm at Calvert Library Prince Frederick

April 10 – BOCC proclamation regarding National Library Week

April 10 – SMRLA Corporate meeting – invitations will be sent to each BOLT member by the regional library

Staff Brunch - April 13, 2018 at Brick in Prince Frederick from 9-11am

April 17 – BOCC proclamation honoring Karen Eggerts decade of service to the BOLT