

**Board of Library Trustees
Calvert Library Prince Frederick
April 10, 2018 at 3:00 pm – Minutes**

Present:

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

Absent:

Kip At Lee

Call to Order

Calvert Board of Library Trustees (BOLT) meeting called to order at 3:00pm by President Grahame.

Minutes

Ms. Grasso moved to approve the minutes of the March 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 staff is currently piloting Kanopy, a service the library is considering adding for streaming movies (mostly older titles) and documentaries.

Director's Preliminary Report

Director Plymire highlighted that the Board of County Commissioners presented a Proclamation for National Library Week at their April 10 10:00 meeting. Several representatives from Calvert Library were joined by Jennifer Sturge representing CCPS school librarians, Jeffrey Porter the college librarian at CSM Prince Frederick, and volunteers from the Marine Museum and Chesapeake Biological Laboratory libraries.

http://calvertcounty.granicus.com/MediaPlayer.php?view_id=1&clip_id=951&meta_id=56864

Unfinished Business

MOU with Calvert County Government – payroll processing-update

Director Plymire and Jennifer Moreland have a meeting scheduled with Terry Shannon and Tim Hayden to talk about the financial pieces of this possibility. Plymire is preparing a matrix for the May meeting describing what problems a payroll service would solve and other benefits that could be realized by automating aspects of HR and payroll.

State Capital grant application is in process. It is due May 24, 2018.

Director Plymire stated that the Meet and Greets scheduled by an outside group in Calvert Library meeting rooms are being held by People First which identifies itself as a non-partisan organization. They are hosting meet and greets for candidates from both parties. These events had raised concerns with other candidates and elected officials about whether fundraisers were being held at the library. People First has been sent a reminder of our meeting room policy which prohibits taking collections.

Calvert Library has a Net Promotor Score of 91. This score is exceptional.

Maureen Sullivan, Organizational Development Consultant and former president of ALA, led a Director's University the day before the Maryland Association of Public Library Administrators (MAPLA) spring meeting. Director Plymire attended this preconference and stated that it had been very edifying. Sullivan focused the agenda on organizational culture and leadership.

Director Plymire shared that the Public Library Association (PLA) conference was held in Philadelphia in March. Staff that attended will be meeting at the end of April to debrief the experience. Each attendee will be asked to talk about the top 3 things that they learned. One workshop that has already been shared was a project management tool for operationalizing your strategic plan. Friends of Calvert Library paid for part of the conference costs allowing more staff to attend.

New Business

Making children's picture books fine-free

St. Mary's and Charles County Libraries have already agreed to make children's picture books fine free. Cards will be blocked if the items are not returned. The libraries will use this to promote 500 by Five. Mr. Lewis made a motion to make children's picture books fine-free. Ms. Grasso seconded the motion. Motion passed unanimously.

Extend Strategic Plan through FY19

Mr. Cumbo made a motion to extend the current FY16-18 Strategic Plan through FY19. Ms. Brown seconded the motion. Motion passed unanimously.

Discussion – formalizing advocacy

Ms. Grasso stated that is never too early to begin discussions with candidates regarding the library. June 26 is Primary Election day. The BOLT discussed reaching out to candidates for local, state and federal offices to ascertain interest and knowledge of the library. Director Plymire will draft a question for forums and send it out in the next week for BOLT members to edit.

Mr. Lewis and Director Plymire have a meeting scheduled with Johnny Gott regarding a possible location for a future Southern Branch library in Lusby.

Reports

Friends of the Library

President Grahame shared that the Friends of Calvert Library will hold a sidewalk Book Sale Saturday, May 19 from 9-3:00. All are welcome to help with set up at 7:30 am and take down at 2:30 pm.

SMRLA

Ms. Grahame reported that annual Southern Maryland Library Association's Corporate Board meeting was held this morning. Irene Padilla gave a report on the Maryland State Library, Jennifer Hopwood, training coordinator, gave talk on innovation and creativity. The SMRLA board held election of officers. This was Karen Eggert's last SMRLA meeting.

Foundation

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

Meeting adjourned at 4:18pm.

Announcements/Other

April 17 - There will be proclamation for Karen Eggert at 10am BOCC thanking her for her decade of service.

Next Meeting – Twin Beaches Branch presentation from Beach Town Councils – April 16 at 3pm – Calvert Library Prince Frederick – Meeting Rooms 2& 3

May 8 – Calvert Library Prince Frederick 2pm