

**Board of Library Trustees  
Calvert Library Prince Frederick  
May 8, 2018 at 2:00 pm – Minutes**

**Present:**

Kip At Lee  
Delores Brown  
Martha Grahame, President  
Catherine Grasso  
Jeffrey Lewis  
Carolyn McHugh, VP  
Carrie Plymire, Director  
Jennifer Moreland, Director of Community Resources, Calvert County Government  
Beverly Izzi, Recorder

**Absent:**

Stewart Cumbo

**Call to Order**

Board of Library Trustees (BOLT) meeting called to order at 2:06pm by President Grahame.

**Minutes**

Ms. McHugh moved to approve the minutes of the April 10, 2018 meeting as disseminated electronically with corrections from Mr. AtLee and President Grahame. Mr. Lewis seconded the motion. The motion passed unanimously.

**Unfinished Business**

Update on outsourcing payroll processing

Director Plymire stated that both Charles and St. Mary's County libraries outsource payroll, as do most library systems in Maryland. She also noted that in those cases, the County still offers health care for library employees. If the open questions with vendors and county staff have been answered by the end of May, she will have a matrix prepared for the BOLT by the June meeting.

General talking points for Board members

Director Plymire shared talking points electronically. The BOLT members who had read them expressed their thanks and stated that they would be very helpful in promoting the library in the community. Plymire will share the document with the Friends of Calvert Library and the Calvert Library Foundation board members. Director Plymire stated that the spreadsheet listing local candidates and their districts would be sent out for the BOLT's information.

**New Business**

Cell phone policy – staff handbook

Director Plymire electronically disseminated a revised cell phone policy for the Staff Handbook. Suggestions were made to further clarify the language. Mr. Lewis made a motion to accept revised cell phone policy as disseminated and amended. Ms. Grasso seconded the motion. Motion passed unanimously.

Internal/external job posting – staff handbook - this item was moved to June meeting

## **Director's Reports**

### **FY18 Budget – Revenue and Expenditures**

Director Plymire will send out income electronically as the report was not available for dissemination before the meeting. Expenditures are on track. If unspent funds are available at year-end in Contracted Services, Director Plymire would like to spend it on Hoopla and/or other electronic collections.

### **Director's preliminary written report**

Director Plymire shared that Senator Mike Miller, Delegate Mark Fisher, and several community partners have written letters of support for the State Library Capital Grant application. The Board of County Commissioners (BOCC) have been very supportive of the new Twin Beaches Branch and will be signing a statement of support for the cost of the project. That statement is required for the Capital Grant application.

The BOCC agenda for May 15 includes a public vote on the BOLT's site recommendation. The memo attached to that agenda item is from the BOLT and states the BOLT's site recommendation. The agenda will be published on May 10<sup>th</sup>. President Grahame and Director Plymire will be calling each mayor on the 10<sup>th</sup> to inform them of the recommendation before that agenda is published online. A press release is being prepared to go out in concert with those phone calls.

President Grahame noted that Tiffany Sutherland, Reference Supervisor in Prince Frederick, was the Assistant Conference Chair for the Maryland Library Association (MLA) Conference last week, and will Chair the MLA Conference Committee in 2019.

## **Reports**

### **Friends of the Library**

President Grahame shared that the Friends of Calvert Library will hold an outside Book Sale Saturday, May 19 at Calvert Library Prince Frederick and all are encouraged to help with set-up and packing up after the sale.

### **SMRLA**

President Grahame reported that Southern Maryland Library Association's Board meeting was held this morning.

### **Foundation**

President Grahame noted that the Foundation will meet tomorrow night. Mr. At Lee suggested that the BOLT invite the Foundation President to give 5 minute presentation at a future meeting. The BOLT agreed to this proposal.

**Announcements/Other**

Ms. Brown shared that the parking lot lines outside of Fairview Branch are faint and also rather narrow. Director Plymire will look into this.

Director Plymire stated that the Maryland Association of Public Library Administrators (MAPLA) will be updating two statewide cooperative borrowing/loan policies that were last affirmed in 2010.

Mr. At Lee shared that the Calvert Arts Festival will be held Saturday, May 12 from 11am-6pm at All Saint Episcopal Church. Proceeds will support 5 local non-profits.

Move to adjourn made by Mr. Lewis. Meeting adjourned at 2:54pm.

**Next Meeting** – June 12 at 2:00pm Southern Branch