

**Board of Library Trustees
Calvert Library Prince Frederick
July 10, 2018 at 2:00 pm – Minutes**

Present:

Kip At Lee
Stewart Cumbo
Martha Grahame, President
Catherine Grasso (via phone)
Jeffrey Lewis
Carolyn McHugh, VP
Carrie Plymire, Director
Beverly Izzi, Recorder

Absent:

Delores Brown

Call to Order

Board of Library Trustees (BOLT) meeting called to order at 2:01pm by President Grahame.

Minutes

Mr. At Lee moved to approve the minutes of the June 12, 2018 meeting as disseminated electronically. Ms. Lewis seconded the motion. The motion passed unanimously.

Unfinished Business

Update on outsourcing payroll processing

Director Plymire reviewed the change matrix of the payroll process that she created for the BOLT.

Mr. At Lee made a motion that the professional staff develop an actionable proposal for the September meeting which would outsource payroll to a 3rd party achieving the values expressed in the change matrix presented in the July meeting and the operational changes considered in the June meeting. Ms. McHugh seconded the motion. Motion passed unanimously.

Twin Beaches progress update

The County is working on a memorandum of understanding with the Town of North Beach regarding the 3rd street property.

New Business

No new business at this time.

Director's Reports

FY18 Budget – Revenue and Expenditures

Director Plymire stated that unspent money in the FY18 budget will be spent on Hoopla electronic materials. She stated that fine collection and lost materials were very close to the budgeted amount. Many libraries are going fine free, Plymire suggested the BOLT revisit the rationale of eliminating fines at a future meeting.

Director's preliminary written report

Director Plymire shared that Calvert Library now has 4 people working in IT. She stated that procurement for the staff handbook is currently being reviewed by the lawyer. If this project remains on schedule, it should happen in September.

Reports

Friends of the Library

President Grahame shared that the Friends of Calvert Library were given a \$1,000 donation by Ian Wilmot via #calvertrocks. Mr. Wilmot paints rocks that he auctions off for local charities. He is incredibly talented!

SMRLA

There was no meeting in July.

Foundation

Director Plymire noted that the Foundation is planning a road rally for fall 2018.

Announcements/Other

No announcements.

Move to adjourn made by Ms. McHugh. Mr. Cumbo seconded. Meeting adjourned at 3:04pm.

Next Meeting -- September 11 at 2:00pm at Calvert Library Prince Frederick (No August Meeting)