

**Board of Library Trustees  
Calvert Library Prince Frederick  
September 11, 2018 at 2:00 pm – Minutes**

**Present:**

Martha Grahame, President  
Carolyn McHugh, VP  
Kip At Lee  
Delores Brown  
Catherine Grasso  
Stewart Cumbo

Carrie Plymire, Director  
Paulita Gross, Recorder  
Jennifer Moreland, Director of Community Resources

**Absent:**

Jeffery Lewis

**Call to Order**

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

Jennifer Miller, Public Services Librarian, and Anneliese Trainer, Public Services Librarian, were introduced to Board. They sat in on the meeting as part of their Library Associate Training Institute (LATI) requirement.

**Minutes**

Ms. McHugh moved to approve the minutes of the July 10, 2018 meeting as disseminated electronically. Mr. Cumbo seconded the motion. The motion passed unanimously.

**Unfinished Business**

Twin Beaches land procurement – North Beach Town Council is still in talks with Mr. Russo about the 3<sup>rd</sup> street property. Director Plymire expects to have an update within the next 4 weeks.

Outsourcing payroll – authority to proceed – Mr. Atlee made a motion to give Director Plymire approval to execute a proposal that is consistent with the two matrix documents from July 10, 2018 minutes and which does not exceed \$25,000. Mr. Cumbo seconded the motion. The motion passed unanimously.

**New Business**

Cooperative Lending agreements- Ms. McHugh made a motion the BOLT vote to reaffirm the Resource Sharing/Interlibrary Loan Agreement and the Cooperative Borrowing Agreement that Director Plymire presented. Ms. Grasso seconded the motion. Motion passed unanimously.

These documents have been in place for decades and are the backbone of Maryland's Interlibrary Loan system as well as what makes it possible for any Maryland resident to use any Maryland public library.

Capital Improvement Plan (CIP) project requests FY20-25 – Mr. AtLee moved that BOLT approve Capital Improvement Plan (CIP) projects presented by Director Plymire. Ms. McHugh seconded the motion. The motion passed unanimously.

Staff Handbook questions –

Ms. Brown made a motion regarding Staff Handbook Section 3.6 Hiring of Family Members and Nepotism that student pages not be excluded from the nepotism policy. Ms. Grasso seconded the motion. The motion passed unanimously.

Mr. At Lee moved that Section 8.8 Longevity Leave, permit staff who have a break in service of less than two years claim credit for their cumulative years of service. If the break in service is longer than two years, longevity will be counted in contiguous years of service. Mr. Cumbo seconded the motion. The motion passed unanimously.

Proposed amendment to BOLT Bylaws & Proposal for Director Evaluation –Mr. At Lee made a motion that the BOLT bylaws be amended as outlined in his written proposal. Ms. Grasso seconded the motion. His amendment specified the timing and method of an annual performance review for the library Director as well as changing the title of the Director to Executive Director. The amendment included an addendum that gave specifics of the Director Evaluation. It was agreed that the proposal had merit. Ms. McHugh suggested that any significant matter that is brought to the table should not be voted on immediately; it should wait at least until the next month's meeting. After brief discussion of the evaluation process, Mr. At Lee moved to table his motion to amend the bylaws. Ms. McHugh seconded the motion. The motion passed unanimously.

Ms. McHugh made a motion to have Nikki Phillips, consultant, to meet with BOLT to establish criteria/guidelines for the Director evaluation process for 2018. Ms. Grasso seconded the motion. The motion passed unanimously.

Eliminating fines – After a very brief discussion of the amount of income currently coming in from fines and the affect that fines have on user behavior, Ms. McHugh moved that Director Plymire proceed with process of eliminating fines. Ms. Brown second the motion. The motion passed unanimously.

### **Director's Reports**

Director's preliminary written report - Director Plymire shared that Calvert Library will be interviewing a full-time Public Services Librarian (Children's) position at Twin Beaches on Friday, September 14.

Staff Culture Survey – BOLT members requested to be present at the staff meeting on September 21 to hear the survey results that Ms. Phillips will be presenting.

Equity Study complete. Director Plymire will have full report next month.

FY 18 Budget – Revenue and Expenditures update. Ms. Grasso commended Director Plymire on expending the FY2018 budget to under 1%.

FY 19 Budget – Revenue and Expenditures are on-track for the year. Mr. At Lee requested that Director Plymire include a YTD % on the revenue report to make it easier to track.

Mobile Library project – First meeting with consultant will be held on Friday, September 28<sup>th</sup>.

## **Reports**

Friends of the Library -President Grahame shared that the Friends of Calvert Library will hold a Book Sale Saturday, September 15 at Calvert Library Prince Frederick.

### **SMRLA**

President Grahame reported that Southern Maryland Library Association's (SMRLA) Board meeting was held this morning. She and the other SMRLA Board members encouraged Director Plymire to assert the needs of Calvert Library regarding how to spend money that the Regional Library has earmarked for 'technology.'

### **Foundation**

President Scott Deacon will attend the next BOLT meeting to share an update on the Foundation with the BOLT.

## **Announcements/Other**

Mr. At Lee asked for an update on the FTE discussion of the Memorandum of Understanding with Calvert County government. Ms. Moreland and Director Plymire confirmed that a meeting is being scheduled to address that question. Plymire stated that she would resend the current draft of the MOU to the BOLT. She indicated that any questions should be directed to her via email.

Move to adjourn made by Ms. McHugh. Ms. Grasso seconded. Meeting adjourned at 4:02pm.

**Next Meeting** – October 9, at 2:00pm Prince Frederick