

**Board of Library Trustees  
Calvert Library Prince Frederick  
October 9, 2018 at 2:00 pm – Minutes**

**Present:**

Carolyn McHugh, VP  
Kip At Lee  
Delores Brown  
Catherine Grasso  
Stewart Cumbo  
Jeffery Lewis

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

**Absent:**

Martha Grahame, President

**Call to Order**

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

Lisa Wieland, Public Services Librarian, Mobile Services, was introduced to the BOLT. She gave a short presentation to update the Board on the activities of the Mobile Services department. Her presentation was very well received and the Board thanked her for her dedication and service to our community.

**Minutes**

Ms. Brown moved to approve the minutes of the September 11, 2018 meeting as disseminated electronically. Mr. Cumbo seconded the motion. The motion passed unanimously.

**Unfinished Business**

Proposed amendment to BOLT bylaws- Mr. At Lee made a motion to leave amendment of BOLT bylaws on the table until the November meeting due to President Grahame's absence. He further moved that, "the Board request the Library Director have prepared a comparison of library staff pay for consideration by the Board during the November BOLT meeting. The comparisons to be made are of initial basic pay (not inclusive of position promotions, benefits, retirement allocations, etc.) currently received by first-line (non-supervisory) staff members of Calvert Library, compared to the basic pay of staffs of other public libraries in Maryland of comparable size. The comparison should distinguish between staff members whose positions require different levels of education and, if applicable, different mandatory experience levels. Additionally, the report should inform the BOLT of what percent of such employees have received an increase in basic pay (not considering cost of living increases applicable to all

staff members.). The report should also include any comments that the Library Director considers helpful.” Ms. Grasso seconded. The motion passed unanimously.

Memorandum of Understanding (MOU) – Full-Time Equivalent (FTE) discussion with County – Jennifer Moreland and Director Plymire met with Timothy Hayden, Director of Finance for Calvert County Government on September 20. The meeting was very successful and Plymore reported to the BOLT that the final MOU will reflect that the BOLT has control over the library’s FTE as long as the library remains within budget for salary and benefits. A brief discussion was held.

### **New Business**

Waiving old fines- After an in depth discussion of waiving fines, the affect fines have on user behavior and the amount of income is generated from fines, Mr. At Lee move that the BOLT approve waiving past-due fines when the fine-free program is implemented, that the staff prepare a presentation for the Board of County Commissioners (BOCC) explaining the fine-free program and its fiscal impacts, and that this presentation be approved by the BOLT before presentation to the BOCC on behalf of the Board. Mr. Lewis seconded the motion. The motion passed 5-1. (The dissenting vote was based on process, not the initial subject of the motion.)

### **Director’s Report**

Director’s preliminary written report – Director Plymire highlighted items from her report which was disseminated electronically. Two new substitutes are in training and Jennifer Miller is moving from Southern to Twin Beaches. Staff Day was held on October 8 at Kings Landing. A survey will go out to all staff to complete. An update on the Maryland State Library Innovation Grants was given.

FY 19 Budget – Revenue and Expenditures are on-track for the year. Director Plymire included in the revenue report the YTD% as requested which met with approbation. The BOLT got the full expenditure report that includes grant accounts and the materials processing reimbursements which they agreed they did not need to see on a monthly basis.

Mobile Library project – The first meeting was held with the consultant and a preliminary design of the interior has been sent to staff.

Director’s Evaluation – The Board briefly discussed consultant Nikki Phillips’ revised Director’s Expectations for the 2018 evaluation process. All agreed that the revisions made the document easier to understand and that the Director should use the revised expectations as the basis for her self-evaluation. It was further agreed that the Director’s evaluation would be done in December 2018 since the BOLT has review of the new Staff Handbook on their agenda for November.

Outsourcing payroll – vendor selection – Proposals are still being compared, Plymire is waiting on response/answers from ADP Payroll Services. Director Plymire stated that she would have made a decision on vendors by the next meeting and begun the implementation planning process to remain on deadline for a January 1, 2019 conversion.

Staff Handbook Revision-timeline –. The final draft is scheduled to be completed in a few weeks and sent out to Board in advance of the November BOLT meeting.

## **Reports**

Friends of the Library –Director Plymire reported the Friends of the Library will be having their semi-annual Pub Quiz fundraiser on Friday, November 16 from 6:30-10:00 pm at Calvert Library Prince Frederick.

### **SMRLA**

Vice President McHugh reported that Southern Maryland Library Association’s (SMRLA) Board meeting was held this morning. The annual audit for SMRLA is complete and SMRLA is operating well.

### **Foundation**

President Scott Deacon did not attend the BOLT meeting. Director Plymire will ask him attend the meeting in January to share an update on the Foundation’s upcoming projects with the BOLT. The CFC campaign is underway #53521.

## **Announcements/Other**

November 3, 10:00 am-3:00 pm – Annual Statewide Trustees meeting will be held at the New Carrollton Branch of PGCMLS. Director Plymire encouraged the BOLT to attend.

Move to adjourn made by Mr. Lewis. Mr. At Lee seconded. Meeting adjourned at 4:00 pm.

**Next Meeting** – November 13, 2:00pm at the Fairview Branch