

**Board of Library Trustees
Calvert Library Fairview Branch
November 13, 2018 at 2pm - Minutes**

Present:

Martha Grahame, President
Carolyn McHugh, Vice President
Ms. Brown
Ms. Grasso
Mr. At Lee (via phone, then in person)
Carrie Plymire, Director
Emily Mudd, Recorder

Absent:

Jeffrey Lewis
Stewart Cumbo

Call to Order:

Meeting called to order at 2:05 pm by President Grahame.

Minutes

Ms. McHugh moved to approve the minutes from the October 9th meeting as disseminated electronically, Ms. Brown seconded and all approved.

Unfinished Business

Ms. McHugh motioned to have further discussion about the proposed amendment to the Board of Library Trustees (BOLT) bylaws. Ms. Grasso seconded the motion.

A discussion was led by President Grahame during which Ms. Plymire stated that the Calvert Library Foundation is working with best practices from MD Non-Profits to create a procedural manual for the foundation. She noted, in support of Ms. McHugh's similar observation, that this might be an approach the BOLT wished to take. Mr. At Lee expressed the desire to enter the new year with more clarity about roles and responsibilities of the BOLT and Director.

Ms. McHugh amended her original motion to the following: The BOLT approves changing the title of library Director to Executive Director in the bylaws. Ms. Grasso seconded and all were in favor.

Ms. McHugh further moved that the BOLT establish a board operations manual and that the first item in that manual be Mr. At Lee's document, previously titled as an addendum to the bylaws, detailing the process for evaluating the Executive Director. Ms. Brown seconded the motion. All were in favor.

Ms. Plymire stated that the requested comparison of first-line employee pay was not ready to share with the BOLT. She stated that it would be ready for the December meeting.

New Business

FY2020 Operating Budget

The staffing request document lists:

- 2 positions to operate the new Mobile Library.
- 1 position for a Business Manager as we take on payroll and carry on with Capital projects. This replaces the request for an assistant director for the foreseeable future.

A discussion about some of the particulars in the FY20 Budget proposal followed. Ms. Plymire noted that the Governor's budget will be released in January at which time we will know more about what the per capita funding is projected to be for public libraries. Ms. Grasso moved to accept the fiscal budget draft as presented, Ms. McHugh seconded. All approved.

2019 Holiday Dates

Ms. McHugh moved to approve the holiday dates as presented and Ms. Grasso seconded. All approved.

2019 BOLT Meeting Schedule

Ms. McHugh motioned to accept the meeting schedule as presented and Ms. Brown seconded. All approved.

The BOLT received and accepted Stewart Cumbo's resignation.

Presentation (began at approximately 2:35 pm)

Proposed sites for a new Calvert Library Twin Beaches Branch were presented by Chesapeake Beach and North Beach.

Chesapeake Beach presented first. Mayor Mahoney and Town Administrator Holly Wahl shared three proposals: the original site at Kellam's Field being their primary offering. They also noted that two other properties are available for sale; the Stinnett property and the Howlin Building which houses the current library branch.

North Beach presented second. Mayor Frazer, Councilwoman Gwen Schiada and Mayor-Elect, Mike Benton each contributed to the presentation regarding town-owned parcels on the corner of 5th and Chesapeake.

Director's Report

Director's Preliminary Written Report

Jennifer Moreland joined the BOLT after the town presentations and spoke about a request from a community group to host a Free Pantry in Prince Frederick. Terry Shannon received the proposal from a group of 90 families who specifically requested that it be in Prince Frederick. The families would run the program, donating non-perishable food and hygiene items to an outdoor sheltered storage unit. Ms. Moreland shared that other county agencies are willing to host the pantry. After some discussion the trustees would prefer not to pursue this due to space constraints around Calvert Library Prince Frederick and the desire not to add to staff duties.

Ms. Plymire reported briefly on the December 4th presentation to the BOCC regarding the BOLT's plans to go fine-free. She will send a draft of the presentation to the BOLT for feedback.

Ms. Grasso asked for general details regarding the audit recommendations from the Criminal Justice Information System (CJIS) repository program. Ms. Plymire stated that the recommendations centered on procedural items like a log to track staff requests to view their CJIS reports and changes to how the library updates CJIS about staff who leave the library's employ.

FY19 Budget

We are about a third of the way through the fiscal year and revenue is on track. Adult programming should not show a negative balance and Ms. Plymire will look into that line-item.

Reports

Friends of the Library

Pub quiz is this Friday night. It is a sell-out with 18 teams.

SMRLA

The board met this morning and all is well with SMRLA. The regional is hosting a pre-session legislative breakfast for trustees and state elected officials on November 27 at 8:30.

Foundation

The foundation is doing well. They recently had a good planning meeting for the Fall 2019 Road Rally.

Other

With regards to the criteria for site selection, Mr. At Lee requested that when anything is about to be sent out which could limit the scope of the BOLT, that it first receive the approval of the full board. For example, he was uncomfortable with the Director's decision to send out site selection criteria without full-board approval; Plymire had only gotten approval from Vice-President McHugh and county staff.

Ms. McHugh moved to adjourn the meeting at 4:00 pm. All were in favor.

Ms. McHugh moved to go to executive session to discuss four matters. Ms. Brown seconded and all were in favor.

Executive Sessions

Closed to the public pursuant to Section 3-305 of the State Government Article of the annotated Code of Maryland

-Real Property

-Personnel Matter

Next Meeting

The next meeting will be on December 11, at 2pm at Calvert Library Prince Frederick.

Respectfully submitted,

Emily Mudd