

**Board of Library Trustees
December 08, 2015 –Minutes**

Present:

Karen Eggert, President
Rene Cunningham, Vice President
Stewart Cumbo
Celeste Fort
Martha Grahame
Carolyn McHugh

Carrie Plymire, Director
Beverly Izzi, Recorder

Absent:

Terese Wells

Call to Order

Meeting called to order at 2:19pm by President Eggert.

Minutes

Ms. Cunningham moved to approve the minutes of the November 10, 2015 meeting as disseminated electronically. Mr. Cumbo seconded the motion. The motion passed unanimously.

President's Report

President Eggert thanked Ms. Cunningham for her eight years of service to the Board of Library Trustees for Calvert Library. Cunningham expressed what an honor and pleasure it had been to serve and to be part of the success of Calvert Library.

Director's Report

FY16 Budget Expenditures & Income

Director Plymire shared the FY15 Budget with the Board of Library Trustees (BOLT). Expenses and income are generally on track for the year; fine revenue is down slightly.

Director's Preliminary Written Report

Director Plymire reviewed highlights of her written report:

- Director Plymire attended the Library Journal (LJ) Director's Summit. Several of the speakers talked about offering special Children's cards to their community. A children's card is a fine free card with a low borrowing limit that is solely for the child to use (parents cannot check out their material with the Child's card.) All of the tri-county Directors were at the Summit and have this idea on the agenda for the next Tri-County Director's meeting.
- The library received 30 complete applications for the open substitute position.

- A full time staff member will be going to part time due to health issues. Director Plymire is working with Calvert County government to explore whether the FT position can be transitioned to two PT positions. The funds are available in the FY16 budget, but it is a long term addition of .2 to our FTE which has implications for future salary and benefit costs.
- Plymire also reported that as Chair of the Maryland Library Association's nominations committee she has submitted a full slate of candidates for the 2016 ballot.

Unfinished Business

Trustee candidate - Criteria for Selection

The changes suggested by BOLT members in November to the Criteria for Selection were reviewed. The BOLT asked that one more activity be added to the list of things in which Board members are asked to participate; SMRLA's annual corporate meeting. Plymire will make that change before candidate interviews take place on Wednesday, December 9.

Trustee Interview Process

President Eggert reviewed the interview process for the open trustee position with the BOLT. The BOLT will meet at 2pm on December 9; the first interview is at 2:15pm. The second is at 3:15pm. A candidate will be nominated to fill Rene Cunningham's unexpired term. President Eggert will send a memo with our nomination to the BOCC.

Trustee Directory

At the November meeting, the BOLT noticed that either Grahame or McHugh should have been identified as filling a vacancy due to resignation. Director Plymire distributed a corrected directory of the current BOLT. In accord with the way that the nominations were discussed and appointed at the January 2014 BOCC meeting, Martha Graham is filling Kip Hines' expired term. Carolyn McHugh is filling Nick Garrett's unexpired term which ends December 31, 2015. Plymire will contact Lisa Tolomei at the County to ascertain the appropriate process for reappointing Ms. McHugh.

Elements Budget goals for FY17

Director Plymire reviewed the Elements Budget goals for FY17 with the BOLT. The goals for FY17 have been changed to reflect the FY16-18 Calvert Library Strategic Plan.

New Business

Frank & Wheeler Position Study Report

Plymire shared preliminary findings of the Frank & Wheeler Position Study. BOLT members had questions that Plymire will take back to Steve Wheeler. Further discussion was tabled until the January meeting.

Meeting schedule for 2016

Director Plymire noted that the January 2016 BOLT meeting will be at Fairview branch. The February 9 meeting will be held at 3pm (not 2pm) due to the 10am Annual Corporate meeting at the Southern Maryland Regional Library Association (SMRLA). There will be no meeting in July.

Election of Officers

President Eggert asked for nominations for President of the Board of Library Trustees. Carolyn McHugh was nominated by Ms. Cunningham. Ms. McHugh accepted the nomination. Martha Grahame was then nominated by Mr. Cumbo. Ms. Grahame accepted as nomination. After discussion Ms. McHugh withdrew acceptance of her nomination to the office of president. Nominations were closed by President Eggert. The BOLT unanimously elected Ms. Grahame as the President of the Board of Library Trustees.

Eggert called for nominations for Vice President of the BOLT. Ms. Grahame nominated Carolyn McHugh for the office of Vice President. Ms. McHugh accepted the nomination. No further nominations were brought forth. Nominations were closed by President Eggert. The BOLT unanimously elected Ms. McHugh as the Vice President of the Board of Library Trustees.

Ms. McHugh made a motion that the BOLT proceed with selecting representatives to the SMRLA Board. Ms. Cunningham seconded the motion. As is her responsibility as President of the BOLT, Eggert has appointed Ms. Grahame, Ms. Forte and herself to the SMRLA Board.

Reports

Friends of the Library

Ms. Grahame noted that the Friends will hold “Shop with Friends” at Calvert Library Prince Frederick from 9am-2pm on Saturday, December 12, 2015. Friends will be selling items from their gift shop and gift-quality used books.

SMRLA

No report.

Foundation

Ms. Grahame reminded the trustees that they are invited to the Library Foundation’s December meeting/dinner December 16 at 7pm at Mamma Lucia’s. Spouses are invited.

Announcements/Other

There will be a Holiday Brunch for staff, Trustees, Friends and Foundation December 18 at 9am at Annemarie Garden.

President Eggert adjourned the meeting at 3:37pm.

Next Meeting – December 9 at 2:00pm – Prince Frederick – Executive Session
January 12 at 2:00pm – Fairview Branch