

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

**Present:**

Kip At Lee  
Delores Brown  
Martha Grahame, President  
Catherine Grasso  
Jeffrey Lewis  
Carolyn McHugh, VP  
Carrie Willson-Plymire, Executive Director  
Colleen Cano, Adult Resources and Staff Development Coordinator  
Beverly Izzi, Recorder

**Absent:**

Stewart Cumbo

**Call to Order**

Board of Library Trustees (BOLT) meeting called to order at 2:02pm by President Grahame.

**Minutes**

Ms. McHugh moved to approve the minutes of the November 13, 2018 meeting as disseminated electronically with amendments by Mr. At Lee. Mr. Lewis seconded the motion. The motion passed unanimously.

**Unfinished Business**

Salary comparisons for front-line staff  
Executive Director Willson-Plymire shared a salary comparison with the BOLT. BOLT will keep document for review and examine ways to use this document to improve salaries.  
Resignation of Stewart Cumbo was accepted.

**New Business**

Revisions of Calvert Library Staff Handbook:  
Michael Frank of Frank & Associates shared the revised Calvert Library Staff Handbook. Frank & Associates were tasked with the revision of the staff handbook and conducting an equity study for Calvert Library. Ms. Brown, Ms. McHugh and Mr. At Lee will convene a work session to review the revised document.

**Election of Officers**

President Grahame nominated Carolyn McHugh as BOLT president. No subsequent nominations. Ms. Brown made a motion to elect Ms. McHugh as President of the BOLT Ms. Grasso seconded the motion. Motion passed unanimously.

Ms. McHugh nominated Catherine Grasso as Vice President of the BOLT. No subsequent nominations. Mr. At Lee moved to elect Ms. Grasso as BOLT Vice President. Mr. Lewis seconded the motion. Motion passed unanimously.

Results of election: BOLT President – Carolyn McHugh  
BOLT Vice President – Catherine Grasso

### **Director's Reports**

FY19 Budget – Revenue and Expenditures

Executive Director Willson-Plymire shared FY18 Annual Report with the BOLT.

Report on payroll implementation

Director Willson-Plymire is working on payroll implementation to move from County finance to Paychex to assure all the data needed will be entered to accurately pay staff for their first paycheck January 3, 2019.

Director's preliminary written report

Director Willson-Plymire will send out income electronically.

### **Reports**

Friends of the Library

President Grahame shared that the Friends of Calvert Library will be participating in the Inspiring African American Men of Calvert County program on December 19. She shared that a book has been published highlighting local African Americans of note in Calvert County. She shared that the Pub Quiz went well, there were 18 teams, and 50-50 money given back to the Friends. Becky White, Calvert Library employee, was the Master of Ceremony and it was a successful evening. In January 10-12, 2019 there will be a Book Sale and FOL membership renewal will be mailed out.

SMRLA

President Grahame reported that Southern Maryland Library Association's Board meeting was cancelled this morning.

Foundation

No update.

### **Announcements/Other**

Maryland Library Legislative Day – February 5

Meeting adjourned at 3:30pm

**Next Meeting** – January 8 at 2:00pm at Calvert Library Prince Frederick