

**Board of Library Trustees  
January 8, 2019 at 2:00 pm  
Calvert Library Prince Frederick  
Minutes**

**Present:**

Carolyn McHugh, President  
Catherine Grasso, Vice President  
Kip At Lee  
Delores Brown  
Martha Grahame

Colleen Cano, Acting Co-Director  
Robyn Truslow, Acting Co-Director  
Sarah Avant, Recorder  
Jennifer Moreland, Director of Community Resources

**Absent:**

Jeffrey Lewis

**Call to Order**

Board of Library Trustees (BOLT) meeting called to order at 2:00 pm by President McHugh.

Introductions were made. Ms. Truslow is the Public Relations Coordinator and Acting Co-Director. She is the main liaison for the Board. Ms. Cano is the Adult Resources Coordinator and Acting Co-Director. She is handling payroll, finance issues and some personnel issues.

**Approval of the Agenda**

Ms. McHugh noted the item "Notification from county regarding Trustee appointment" should be removed from the New Business section of the agenda. Mr. At Lee moved that the agenda be approved with the change noted. Ms. Grasso seconded the motion. The motion passed unanimously.

**Approval of the Minutes**

The minutes of the December 11 Meeting beginning at 9am were distributed electronically. In two locations Mr. Hine should be replaced by Mr. At Lee. In Unfinished Business it should be noted the resignation of Mr. Cumbo was accepted. Mr. Cumbo should be added to the list of those Absent. Mr. At Lee moved to approve the minutes with the corrections noted above. Ms. Brown seconded. The motion passed unanimously.

The minutes of the December 11 Special Meeting beginning at 9:00am were distributed electronically. Mr. At Lee moved that the minutes be accepted with a possible clerical adjustment of times. Ms. Grahame seconded. The motion passed unanimously.

The minutes of the December 11 Executive Session beginning at 3:31pm and closing at 4:30pm should include the additional statement “Personnel Matter [3-305(b)(1) The Board considered the performance evaluation of the Director.” The attendance information should reflect Mr. Cumbo’s resignation which was accepted at the regular meeting. Mr. At Lee moved that the minutes be drafted as noted and accepted with the possible clerical adjustment of times. Ms. Grahame seconded. The motion passed unanimously.

**The Following Action Items were developed during the meeting:**

<b>Item</b>	<b>Responsible Party</b>	<b>Due Date</b>
Provide sample of minutes Action Items insert	Kip	15 Jan 2019
Finalize minutes of December Exec. Sessions	Robyn	20 Jan 2019
Recommend citizens to be interviewed by Ivy Gp	All	22 Jan 2019

**President’s Report**

President McHugh, Ms. Cano, and Ms. Truslow met the morning of January 8, 2019. The decision to appointment of Acting Co-Directors was reaffirmed. Ms. Willson will return to work with her physician’s approval and file her certificate with the BOLT President.

**Unfinished Business**

Report from Staff Handbook Committee

Mr. At Lee reported the Committee met with input from Ms. Cano. The Board resolved to provide comments in two categories: Observations & Concerns. Items designated concerns will require a change or response. The Committee will provide those responses after meeting again on Tuesday, January 15.

Staff Salary Study

Hold until future meeting.

MOU

Hold until future meeting.

Annual Report

President McHugh noted that Annual Reports are often presented by a Board of Directors. The Annual Report from Calvert Library has previously included commentary from the Director, rather than the BOLT. The Board agreed that no changes would be made to the procedure at this time. The issue may be revisited in the future.

## **New Business**

### BOLT Meeting Day Discussion

President McHugh opened a discussion on the regular scheduled meeting date and time of the BOLT. Taken in to consideration was when the Board of County Commissioners and SMRLA Board of Trustees meet. As well as what was accessible to the public, staff, and Board Members schedules. Mr. At Lee moved that subject to confirmation of availability by the Director and Mr. Lewis that future Board Meetings be held the 3rd Tuesday of the month at 4pm, effective March 2019. Ms. Brown seconded. The motion passed unanimously.

### Task Tracking system

Ms. McHugh distributed a suggested tracking system format to ensure follow-through occurs on items deemed worthy of discussion. Mr. At Lee proposed a system in which action items are inserted as a table to the top of the meeting minutes. Mr. At Lee will provide a sample of the task table to the Board by email.

### Deadline for Minutes

A discussion was held regarding the timing of meeting minutes submitted to the Board for review and meeting minutes posted to the website. Ms. McHugh requested approved minutes be posted to the website within 72 hours of approval and that draft minutes be distributed to the BOLT within 72 hours of the meeting. Ms. Truslow informed the Board that a computer browser may have a cache which needs to be refreshed in order to display changes to a website. Ms. McHugh requested that an email be sent to the Board after minutes are posted to the website.

### BOLT Advertisement for Trustee Position - Requirements for position

A discussion was had on whether elected officials should be permitted to apply to the Board of Library Trustees. Ms. McHugh noted that in a review of bylaws she found statements exempting Executive and Legislative elected officials from Boards. The discussion moved to whether a change would be made by the BOCC when advertising the position or the BOLT Bylaws. Ms. Truslow noted that there may be times when the Board may wish to consider an elected official, which a Bylaw change may prohibit. Ms. McHugh noted other libraries which state two members of one family may not serve at the same time. Also seen were exclusions to those who receive library benefits, excluding past librarians. Mr. At Lee suggested that a future Committee review the Bylaws and consider changes. For this position Ms. Truslow will confirm that applicants receive a statement referring them to the BOLT Bylaws on the website.

## **Director's Report**

Grants: We received the MD Humanities One Maryland One Book grant for \$650 for events that have already occurred

- o \$5,000 Federal grant. Smithsonian Traveling Exhibits, Stories: YES!

- o \$9000 IMLS grant Accessibility programming for struggling readers (resources and outside speaker for those with reading difficulties, such as readers with dyslexia) & \$7000 IMLS grant Early Literacy Circulation Kits for family child care providers with storytime materials (extension activities)...these two grants were written by frontline staff rather than admin.
- o \$5000 ALSC Dollar Store grant to buy technology for children's programming

FOIA Request: received and replied to for a copy of our inclement weather policy in force in 2015. This was a request from a law firm representing someone suing the Howlin group. At that time we were following county closures. This board amended the Emergency Closing Policy at the January 2018 meeting.

Strategic Plan Update: Had preliminary phone call with the Ivy Group. Director will develop a work group for a Feb/March preliminary site visit. Board to start considering community members that should participate in executive interview.

State Statistics underway: Staff is inputting the statistics for FY18. We were given an extension.

Good publicity for *Stories: Yes!* Project and our book *Inspiring African American Men of Calvert County*.

Story being done by Bay Weekly on Twin Beaches site selection

Payroll: Ran our first payroll. Worked with Paychex. It was accurate and successful. Working on insurance.

Planning Day: Management team met in December to do planning

LATI Graduates: Jennifer Miller & Anneliese Trainer graduated from LATI 12/19/18

Passports: Training scheduled for 1/25/19 and they can train up to 25 people.

Cleaning company RFPs: All our changes are made. RFP process is in Procurement's hands

SoMD Delegation Reception on Feb. 28, 2019: <https://tccsmd.wufoo.com/forms/southern-maryland-reception2019/> \$45/person.

## **Reports**

Friends of the Library

Ms. Grahame announced the Friends of the Library Booksale opening on Thursday evening. The FOCL sponsored the book, *Inspiring African American Men of Calvert County*. The book sold out and a second order was made.

## SMRLA

Ms. Brown shared notes from the SMRLA Board meeting held the same morning. Two SMRLA Staff will receive MLA awards. Another position is vacant in the Technical Services department. Ms. Truslow noted that this vacancy has meant a delay to certain Calvert Library projects including moving towards being fine free and identifying a new calendaring/room reservation system.

## Foundation

Mr. At Lee reported that Foundation President, Scott Deacon, will give a presentation to the BOLT at the next meeting. The CFC contribution campaign has returned. The Foundation is planning an upcoming Road Rally, which will include local historical landmarks. The Foundation will be launching a new website.

## **Other**

Ms. Moreland reported that staff report out to Commissioners will be on the 3rd Thursday at 9am or the 4th Tuesday, if there is a conflict. She clarified that this is not a business report, but an opportunity to market the library.

At 3:20pm Ms. Brown moved the meeting enter closed executive session. Ms. Grasso seconded the motion. Board voted unanimously to enter closed executive session pursuant to Section 3-305 Government Article of the Annotated Code of Maryland

-Personnel Matter [3-305(b)(1)] Board will discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction.

## **Executive Session**

Board voted 3-1-1 to re-open the board position currently held by the board member whose first term expired 12/31/18.

The closed session adjourned at 4:08pm.

Board reconvened in open session and adjourned at 4:11pm.

Next meeting: February 12, 2019 at 2:00 at Calvert Library Prince Frederick