

**Board of Library Trustees
February 12, 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
Jeffrey Lewis
Colleen Cano, Acting Co-Director
Robyn Truslow, Acting Co-Director
Sarah Avant, Recorder

Absent:

Call to Order

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

Approval of the Agenda

Ms. McHugh noted Jennifer Moreland and Scott Deacon are not able to attend and should be removed from the Guest section of the agenda. Mr. Lewis moved that the agenda be approved with the change noted. Ms. Brown seconded the motion. The motion passed unanimously.

Approval of the Minutes

The minutes of the January 8, 2019 meeting were distributed electronically. Mr. At Lee moved to approve the minutes as submitted. Ms. Grasso seconded. The motion passed unanimously.

Action Items Developed during the Meeting:

<u>Item</u>	<u>Responsible Party</u>	<u>Due Date</u>	<u>Completed?</u>
Send county financial disclosure forms to BOLT	Ms. Truslow	Prior to next board meeting	
Arrange BOCC Lunch 'n Learn for Tuesday in April or May	Ms. Truslow & Ms. Cano	Feb. 28, 2019	
Recommend citizens to be interviewed by Ivy Group	All BOLT members	Feb. 21, 2019	

President's Report

Ms. McHugh thanked Mr. At Lee and Ms. Truslow for pursuing certification in the Open Meetings Act. Mr. At Lee will be the Open Meetings Act designee. Ms. McHugh met with County Liaison Jennifer Moreland. Ms. Moreland will not attend every BOLT meeting but will continue to communicate with the BOLT. Ms. McHugh will meet with Community Resources and the town of North Beach to review an Memorandum of Understanding. Ms. McHugh had a telephone call with Ivy Group representatives to begin the Strategic Plan process announced at the January meeting.

Ms. McHugh and Ms. Truslow discussed individual group photos for the BOLT members. The group agreed to have individual photos taken. Ms. McHugh requested that BOLT vacancies appear on the BOLT agenda the month before the county would advertise them. Ms. McHugh inquired whether Financial Disclosure forms had been received from the County. Ms. Cano and Ms. Truslow will distribute them when they are made available. They will be due at the end of March. At Ms. McHugh's request, Ms. Truslow and Ms. Cano collected an electronic list of contact information for other Boards of Library Trustees.

Ms. McHugh sent a welcome letter to the BOCC. The BOCC acknowledged the welcome and accepted the invitation to visit and learn more about the library. Ms. Cano and Ms. Truslow will arrange the meeting.

Unfinished Business

Update: from Staff Handbook Committee

Mr. At Lee reported that the BOLT Staff Handbook Sub Committee met and produced questions in two categories: Observations & Concerns. The Sub Committee then met with Library staff. There are items requiring additions or follow-up which will be addressed by both groups. Mr. At Lee stated that the finished document is within striking range.

BOLT Policy for Advertising for Trustee Position

Mr. At Lee presented a proposed BOLT Policy for Nomination of Trustees. Mr. At Lee moved that the BOLT Policy for Nomination of Trustees be adopted as an entry in the Trustees Handbook. Ms. Grasso seconded the motion. Mr. At Lee moved to table the discussion and voting until the next regular trustee meeting. Ms. Grasso seconded the motion. The motion passed unanimously.

Fine Free

Ms. Truslow presented the BOLT with recommendations for going fine free. The recommendations were compiled by the Management Team. Mr. At Lee moved that the recommendations of the staff be accepted with the understanding that it will be, and will be advertised as, a trial period from implementation to the end of this fiscal year. Mr. Lewis seconded the motion. The motion passed unanimously.

Hold until future meeting:

- Staff Salary Study
- MOU
- Sunday Hours

- Meet with Board of County Commissioners - Ms. McHugh requested Ms. Truslow schedule a BOCC luncheon through Jennifer Moreland.

Report on Action items from previous meeting

Ms. Truslow reported that the Ivy Group/Strategic plan is looking for recommendations on active community members who would provide valuable input for the Strategic plan. BOLT members were asked to send recommendations to Ms. Trulow and copy Ms. McHugh.

New Business

Donated Leave Policy

Ms. Truslow presented the current Staff Handbook Sick Leave Donations policy with a recommended change. The presented language is identical to the language used by County Government, except the county does not have a probation period contingency. The group agreed that the change would reflect current practices in many workplaces and would have a positive effect. Ms. Grahame made a motion that we eliminate the line, “To receive donated sick leave, a staff member must have been employed by Calvert Library for at least one year” from the Staff Handbook. Mr. Lewis seconded the motion. The motion passed unanimously.

Director’s Report

Staffing: Staff member who was granted periodic unpaid FMLA has returned to their normal schedule. 2 staff will receive LATI upgrades. There will be a staff member request for Leave without Pay in Executive Session.

Payroll Update: The current Workers’ Compensation policy will end February 23. Ms. Cano is receiving quotes from other companies and a new policy will be in place by the 23rd. A process for remittance to county for employee state retirement benefits and additional optional benefits has been established. A training plan for supervisors and staff for online timesheets is in place. Still remaining is to complete Paychex HR and to establish staff onboarding via Paychex.

State Stats: Our statistics have been received by the state. A copy of the statewide compilation was distributed electronically. County Revenue and Expenditure Reports have been updated and distributed. Ms. Cano and Ms. Truslow will seek explanation and a possible correction of the telephone services line item.

Incidents: Ms. Truslow shared relevant incident reports.

Net Promoter Score: Current score: 92 out of 100. Ms. Truslow shared customer comments from the survey.

Sample of Positive Comments Received Elsewhere: Ms. Truslow relayed positive reviews of the library’s children’s staff. Storytime has been revamped and emphasizes what parents can do at home. This positive change is being noticed in the community.

Fine Free: Discussed earlier in the meeting.

Bookmobile: Staff have met with the consultant, approved the floor plan, and asked the consultant to move forward on creating specs. The invitation to bid will be put out by the county. A signed contract can be expected in about 3 months. Manufacturing takes about 11-13 months. The vehicle will arrive in 2020. The staffing request for 2 additional full time staff has been submitted in the County budget request.

FY 2020-25 Strategic Plan Update: The consultant, Ivy Group, has finalized our planning group and sent out an itinerary for the first meeting. Several phone interviews with BOLT members have taken place. As previously discussed, the planning group is still able to accept suggestions for 4-5 community leaders for executive interviews.

Twin Beaches Feasibility Study Update: A meeting will be held on Friday, 2/15 to discuss the MOU between the county and North Beach. North Beach is the recipient of a grant that required editing to apply to the library. This is in process.

Grant: A Preschool Development Grant for \$1200 is expected later this year.

Passport Training: Training in January was cancelled due to the government furlough. The Washington Passport Agency has reported that they are not able to schedule anything until there is an agreement about the budget.

Statewide Library Pay Study: MD State Library is considering a statewide library pay comparison which may include a comparison to jobs that require comparable education.

Winter Reading Challenge: The goal of reading 5000 books was reached. 8,785 books were read. We are in the running for a portion of the prize money.

MD Legislative Day: Mr. At Lee, Ms. Grahame, and Ms. Truslow attended. Mr. At Lee noted the visits were very positive.

State Aid DRAFT Calculation: The draft includes an increase of \$33,564. This increase has been reported to the County.

State of the Schools: Several library staff attended the State of the Schools address by Dr. Curry

KnowBe4: The State Library has purchased one-year subscription to software to educate staff about phishing, spam, etc. Ms. Truslow noted that email is our greatest vulnerability and staff our greatest firewall. She invited BOLT members to have library email addresses and participate in this training.

Positive Communication Training: There will be two 2-hour sessions in March and April of this mandatory training for all staff. The training will be presented by Nikki Phillips of PCI Communications and will cover how to communicate policy to customers. The topics were selected by staff request.

Kindergarten Readiness Report: Calvert still has 15% in the "emerging" rating and our demonstrating is only at 45% (State is 47% demonstrating). Hopefully initiatives like our Preschool Development Grant and state funded initiatives will lead to an increase in kindergarten readiness.

SoMD Delegation Reception: Will be held on February 28, 2019. Two tickets provided by SMRLA will be offered to staff.

Reports

Friends of the Library

Ms. Grahame announced that Pub Quiz is March 8. The Friends Annual Meeting is Wednesday night at 7pm.

SMRLA

Ms. Grahame shared notes from the SMRLA Board meeting. Notably, SMRLA may pay a portion of the costs for Hoopla. The open position in Technical Services has not been filled.

Ms. Truslow reported that the MLA/DLA Conference takes place the first week in May and there are sessions of interest to Board Members.. Ms. Grahame noted that Citizens for Maryland Libraries is presenting a program of interest to Trustees and Friends.

Foundation

Mr. At Lee reported that Foundation President, Scott Deacon, will be at the next BOLT meeting.

Announcements/Other

The SoMD Delegation Reception will be held on February 28, 2019.

At 3:40 Ms. Grahame moved the meeting adjourn to executive session. Mr. At Lee 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

The BOLT considered an employee request for unpaid leave. A discussion was held.

At 3:45 Ms. Grahame made a motion to adjourn the executive session. Mr. Lewis seconded the motion. The motion passed unanimously.

Reconvene in Open Session

At 3:45 Mr. Lewis made a motion to reconvene the open session. Mr. At Lee seconded the motion. The motion passed unanimously. The Board reconvened in open session at 3:46.

Mr. Lewis made a motion to approve the staff request for unpaid leave. Ms. Brown seconded the motion. The motion passed unanimously.

At 3:47 Ms. Brown made a motion to adjourn. Ms. Grasso seconded the motion. The motion passed unanimously.

Respectfully submitted,
Sarah Avant