

**Board of Library Trustees
March 19, 2019 at 4:00 pm
Calvert Library Twin Beaches
Minutes**

Present:

Carolyn McHugh, President
Catherine Grasso, Vice President
Kip At Lee
Delores Brown
Ron Crupi
Martha Grahame
Jeffrey Lewis

Carrie Willson, Executive Director
Sarah Avant, Recorder
Joan Kilmon, Branch Manager Twin Beaches
Jennifer Moreland, Director of Community Resources
Scott Deacon, President, Calvert Library Foundation

Absent:

Call to Order

Board of Library Trustees (BOLT) meeting was called to order at 4:01 pm by Ms. McHugh.

Approval of the Agenda

Ms. McHugh requested to add to the agenda “Nominations to the SMRLA Board” under Reports. Mr. Lewis made a motion to adopt the agenda with the addition. Ms. Grasso seconded the motion. The motion passed unanimously.

Approval of the Minutes

The minutes of the February 12, 2019 meeting were distributed electronically. Ms. Brown moved to approve the minutes as submitted. Ms. Grasso seconded the motion. The motion passed unanimously.

Guests – part 1

Introductions were made. The BOLT welcomed Scott Deacon from the Calvert Library Foundation. Mr. Deacon reported that the Foundation Board has been restructured to allow for the future growth of the Foundation as well as providing opportunity for the growth of individual members. A Road Rally fundraiser will take place on October 19th. The event may include over 80 venues identified by the Historical Society. Many partners and volunteers are involved in the event. The Foundation is a current Combined Federal Campaign participant. The BOLT thanked the Foundation for funding the mobile hotspot data renewal. The BOLT also welcomed Ron Crupi, who was appointed as a new BOLT member in March.

Action Items Developed During Meeting

<u>Item</u>	<u>Responsible Party</u>	<u>Due Date</u>	<u>Completed?</u>
President McHugh asked that the BOLT bylaws be moved to a more findable section of the website – she could not find them.	Ms. Willson	ASAP	
Add to future agenda: 1. BOLT Attorney 2. Board Secretary job description and inclusion in Executive Committee	Ms. Willson	April meeting	
Staff handbook revisions to BOLT for review	Ms. Willson	April 15	
MD Library Trustee bylaws review - submit feedback to Ms. McHugh	Each BOLT member	April meeting	
Discuss nuance of parking lot/reversion with Capital Grant coordinator	Ms. Willson	April meeting	
Letter recommending Ms. Grahame’s reappointment to the BOCC	Ms. Willson	ASAP	

President’s Report

- All individuals who applied for the vacant BOLT position have been mailed thank you notes.
- Ms. McHugh has met twice with county staff, library staff and North Beach officials about the Memorandum of Agreement for the new Twin Beaches branch.
- Her presidential goals are threefold:
 - Bylaws review: Ms McHugh asked that all members review other MD Library Trustee Bylaws using a document she distributed titled, Suggestions for Additions/Revisions of Calvert Bylaws. Ms. McHugh will assemble a committee to address any recommended changes.
 - The creation of a BOLT Handbook to document the processes adopted by the BOLT.
 - The Staff Handbook work is in progress. Ms. McHugh asked that it be sent to the BOLT by April, discussed in May, voted on in June and implemented in July.
 -

Guests – part 2

Jennifer Moreland Director of Community Resources reported that the Staff Recommended Operating Budget is available. Due to County Finance staff changes the process has been different this year. There will be a budget hearing tonight which BOLT members will attend.

Ms. Moreland reported that two meetings between the Library, County, and the Town of North Beach were held. Questions related to the MOA with the Town of North Beach were passed around and discussed. Ms. Moreland will share an update on the MOA in April.

Unfinished Business

BOLT Policy for Advertising for Trustee Position

A discussion was had on the purpose and consequences of the proposed policy. Mr. At Lee modified his February meeting motion to include the addition of three content and two word changes based on the discussion. Ms. Grasso seconded the motion. The motion passed 4-2. The proposed policy that has been adopted is attached to these minutes.

Mr. At Lee moved that Ms. Grahame be nominated by the Board to a second term. Ms. Grahame had completed an application for the position in December. Ms. Grasso seconded the motion. The motion passed unanimously. Ms. Willson will draft the reappointment memo to the BOCC for Ms. McHugh's signature.

New Business

Discussion of BOLT Secretary position

Ms. McHugh distributed a document she had compiled regarding a BOLT secretary position. In reviewing old minutes, Ms. McHugh found a motion from April 2013 BOLT meeting proposing the creation of the position of BOLT Secretary. She did not have information about subsequent vote on the motion but indicated that she thought it appropriate for the current BOLT to take up the idea that had been proposed and apparently not voted on. Further, Ms. McHugh proposed a second amendment to the Bylaws creating an Executive Committee comprised of the President, Vice President and Secretary.

Ms. Grasso moved to adopt the two amendments the text of which is included at the end of these minutes. Ms. Grahame seconded. Mr. At Lee noted that any Bylaw changes require two weeks notice to the BOLT and moved to table any discussion or voting on the amendments until the April meeting. Mr. Crupi seconded the motion. The motion to table passed unanimously.

Director's Report

The Executive Director's Preliminary written report was distributed. There was not time to discuss her report or the monthly financial report.

Reports

Friends of the Library

Pub Quiz was a great success! 19 teams registered. Jerry O'Neil with Buildings and Grounds successfully fit all 19 teams in the meeting rooms. The event was a successful fundraiser as well.

Nominations to the Southern Maryland Regional Library Association (SMRLA) Board

At the Annual Meeting of the SMRLA Board of Directors in April, Ms. McHugh and Ms. Brown's terms as Board Members will expire. Ms. McHugh surveyed the board to see if anyone was interested in serving, Mr. Crupi said he would serve. Ms. McHugh also indicated that a private citizen, Terese Wells, had expressed an interest in serving on the SMRLA board. Ms. Wells is a former member of the BOLT. As is her prerogative as president, Ms. McHugh will appoint Mr. Crupi and Ms. Wells.

Announcements/Other

Mr. At Lee provided minutes of the February closed session and made a motion to accept the minutes as presented. Ms. Grasso seconded the motion.. The motion passed 4-0-1. Mr. Crupi abstained. Mr. Lewis had to leave prior to the motion.

Ms. Willson announced:

- The BOCC will present a Proclamation for National Library week at their April 2 regular morning meeting.
- A Lunch and Learn will be held for the BOCC at Calvert Library Prince Frederick on May 14 at 1:00 in meetings rooms 1&2.
- A Fine Free presentation will be made to the BOCC on May 21, likely at their morning meeting.

Adjournment

At 6:03 Ms. McHugh announced the meeting was adjourned.

Respectfully submitted,
Sarah Avant

New Business – text of amendments offered by Ms. McHugh

Draft of the proposed amendment for a job description for the Board Secretary:

- In the absence of the Chair and/or Vice-Chair, the Board Secretary will perform those duties. The Secretary shall ensure compliance with the notice and agenda requirements of the Open Meetings Act, The Board Secretary shall see that adequate minutes of the meetings of the Board are prepared and posted; see that all notices of meetings are duly given in accordance with the provisions of the bylaws or as required by law; shall see that adequate notification of pending a Trustee term limit is given and complies with both county requirements and library bylaws, and shall be responsible for the custody of the records of the Board, but may delegate any of these functions to the Director or other designated library employee.

Draft of proposed amendment for creation of an Executive Committee

- The Executive Committee composed of the President, Vice President, and Secretary, is empowered to meet as a body to plan agendas and make recommendations to the Board and shall exercise the powers of the Board of Trustees between meetings to address exigent circumstances, subject to the approval of the Board at the next meeting.

Proposed BOLT Policy for Nomination of Trustees for inclusion in the Trustee Handbook

Notice to Board of County Commissioners:

On behalf of the Board, the President will notify the Board of County Commissioners (BOCC) of a vacancy occurring on the Board and request formal publication of the vacancy by normal County procedures.

Advertising Opportunities for Board Membership:

Service on the Board is a volunteer public office with a normal appointment term of five years. While State law provides that individuals may serve more than one term (but not more than two full terms in succession), each term is separate and requires application, nomination by the Board and appointment by the BOCC. Appointment to one term does not create an entitlement to serve more than one term. The Board appreciates that while experience on the Board may be a significant factor to be considered, other factors may also be significant including, but not limited to: the quality of past performance; current Board composition; specific current needs of the Board; and, the comparative qualifications of all applicants. Additionally, since Board membership is a privilege all eligible County citizen should have equal access to consideration for this privilege.

Consequently, in addition to the formal publication process followed by the County, the Board will ensure that all vacancies, including those created by the end of a sitting Trustee's term, are widely advertised in a manner no less comprehensive than that normally used for a major Library event, to include: a Press Release to all local media; use of Library social media; and, posting on all Library information locations. This advertising will be coordinated to coincide with the period of formal publication by the County and refer interested individuals to the formal county notice of application requirements.

Additionally, because experience gained by recent prior service on the Board may be a significant factor in assessing candidate qualifications and whether any individual decides to apply for a particular position, advertising for vacancies created by the end of a current Board member's term will – unless the incumbent is not eligible for reappointment or has stated that she or he will not seek reappointment -- include the following statement: "This Board vacancy has been created by the end of term of a sitting Trustee who is eligible for re-appointment. However, all qualified applicants are welcome, and all candidates will be assessed using the same criteria."

If the Board determines that – for whatever reason -- advertising for a vacancy has not been accomplished in a manner equivalent to that normally used for a major Library event, the Board will request re-publication of the vacancy by the County and ensure appropriate advertising during the re-publication period.