

**Board of Library Trustees
April 16, 2019 at 4:00 pm
Calvert Library Prince Frederick
Minutes**

Present:

Carolyn McHugh, President
Kip At Lee
Delores Brown
Ron Crupi
Martha Grahame
Jeffrey Lewis
Carrie Willson, Executive Director
Emily Mudd, Recorder

Absent:

Catherine Grasso, Vice President

Call to Order:

Meeting called to order at 4:04 pm by President McHugh. Ms. McHugh introduced Library Associate Training Institute (LATI) student, Mikaela Clark who was observing the meeting as part of her LATI training.

Approval of the Agenda

Mr. Lewis made a motion to adopt the agenda as disseminated. Mr. At Lee seconded the motion. The motion passed unanimously.

Minutes

Ms. Brown motioned to approve the minutes from the March 19, 2019 meeting with amendments. Mr. Lewis seconded. The motion passed unanimously.

President's Report

MOA between BOCC and North Beach

No update at this time. Ms. Willson stated that she would follow-up with North Beach to see what their next step is in signing the MOA.

Staff Handbook Progress

Staff has completed their work on the Staff Handbook and returned it. Ms. Willson has some comments and questions in the version that has been shared with the sub-committee. The Staff Handbook Sub-committee, Ms. McHugh, Ms. Brown and Mr. At Lee, will find a good time to meet with Ms. Willson.

By-laws Review Progress

Mr. Crupi and Mr. At Lee are interested in being part of this process.

SMRLA Board

Ms. McHugh thanked Mr. Crupi and Terese Wells for agreeing to join the Southern Maryland Regional Library Association (SMRLA) board. Ms. Grahame will continue to serve as well.

Unfinished Business

Proposed BOLT Secretary position & formation of executive committee.

Short discussion was had regarding Ms. McHugh’s proposal from the March BOLT meeting that the Board consider creating a secretary position separate from the secretary duties currently performed by the Executive Director or her designee. Ms. McHugh had brought forth the proposal with the understanding that it had been introduced in April of 2013 and not acted upon. Additional information was shared that the BOLT had voted down the proposal in May of 2013. However, Ms. McHugh’s proposal can be considered in its own right (as opposed to unfinished business from a previous board). In the interest of time, the proposal will be addressed at a future meeting.

Action Items

The board reviewed the status of previous action items and developed the following action items for May:

Action Items	Responsible Party	Due Date	Complete?
Staff handbook revisions to BOLT for review	Board Sub-Committee	May 14?	In Progress
MD Library Trustee bylaws review	Board Sub-Committee	May 14?	In Progress
MOU with Calvert County Government	Ms. Willson	June 11	In Progress
Send original MOU to Mr. Crupi and current draft of updated MOU to whole BOLT	Ms. Willson	April 19	Yes
Revisit having an attorney on retainer or access to legal services for the Library/BOLT	Ms. McHugh and Ms. Willson	May 21	In Progress
Explore Salary Survey with state funding or options for compensation survey in Paychex	Ms. Willson and Ms. McHugh	May 31	In Progress
Revisit having an attorney on retainer for the Library/BOLT	Ms. McHugh and Ms. Willson	4/16/19 – defer to 5/21	In Progress
Investigate adding % of budget to Expenditure Status Report	Ms. Willson and Mr. Crupi	May 21	In Progress
Executive Director – produce “lessons learned” document	Ms. Willson	May 21	In Progress

New Business

There was no new business.

Director’s Report

Ms. Willson reviewed her Director’s Report with the following highlights:

- Re-classification of the office assistant position is on agenda for Executive Session
- New payroll software implementation is progressing well
- Ms. Willson co-presented at MAPLA regarding going Fine Free. Staff are watching the data and anecdotes from staff have been very positive.

- Training for passports was held and another session is being scheduled. The library is waiting on official documentation from the State Department and will then begin scheduling staff to accept passports.

Ms. Willson reviewed her 2019 Performance Evaluation Goals with the BOLT.

Goal #1 – Capital Improvements – work with county staff to complete feasibility study. On hold until the MOA with North Beach has been signed.

Regarding MOA between the town of North Beach and the Board of County Commissioners (BOCC), Ms. Willson had a conversation with the Capital Grants Coordinator for the State Library Agency. Based on that conversation, she is confident that the contents of the MOA with regard to parking and reversion of property will be acceptable.

Goal #2 – Fiscal Performance – apply for state grant for construction funding for FY21. Due to the delays in property selection for the Twin Beaches Library project, we will not be applying for a Capital Grant for construction for FY21. (Design will not have progressed adequately to demonstrate that we are ready for construction.) This goal will be revised to managing the Capital Grant for A&E (design).

Goal #3 – Operational Performance – successfully migrate payroll and other HR functions to Paychex. Payroll was migrated successfully by the January 3 pay date. The original date for the additional HR functions had been March 31, that has been revised. Leave will be tracked in paychex by July 1 and other HR functionality fully operational by July 15.

Goal #4 – Coordination with County Staff. Complete the Memorandum of Understanding (MOU) with Calvert County Government by June 2019. This is not impossible but she will need to check with Jennifer Moreland to see if it's the right time to introduce this to the new Commissioners. Additional changes will need to be made to bring the MOU up to date with recent changes to inventory and payroll.

Goal #5: Staff Development/Succession Planning – operationalize Director duties by cross-training Robyn Truslow and Colleen Cano to perform acting-director duties during Executive Director's maternity leave.

This goal needs to be revised since Ms. Willson's leave started in January with a medical emergency instead of April. Ms. Cano and Ms. Truslow did an outstanding job keeping the library running smoothly. Mr. At Lee recommended that Ms. Willson capture lessons learned from this unexpected transition while it is still fresh in everyone's mind in case of future absence. Ms. McHugh requested that future "acting Director" role be assumed by one individual and not two. After meeting with Mr. At Lee for a clearer picture of what he is envisioning, Ms. Willson will present a revised goal to the BOLT.

Goal #6: Management/Leadership – work with direct reports to establish job priorities and accomplish branch-specific projects. Ms. Willson asked Ms. Mudd to report on the refresh to the

new material area and new Teen Zone at Fairview Branch. Mr. At Lee stated that he appreciates what's happened at Fairview and looks forward to hearing about the other locations.

FY19 Budget

Ms. Willson reported spending was on target. IT order will be placed in May. Ms. Brown inquired about the telephone budget which looks like it is underspent. Ms. Willson stated that she would investigate that line-item as the library does not enter the bills for these services. Mr. Crupi noted that if there are additional funds they could be spent for hotspot data.

Mr. At Lee suggested that Ms. Willson and Mr. Crupi work together to determine if there are additional expenditure statements that could be useful to the BOLT. Mr. At Lee also requested that percentages spent to budget would be appreciated.

SWOT Analysis (part of strategic plan process)

Due to time constraints this was not conducted.

Fine Free Update

Returns are still coming in faster than they used to. Mikaela Clark shared the story of one of her positive customer interactions since we've started the "Fine Free" trial.

Statewide Salary Survey & Minimum Wage Law

This past general session, Maryland passed a law that minimum wage will be raised to \$15 per hour by 2025. Ms. Willson discussed the various ways in which this will impact Calvert Library. The Statewide HR group is working on implications as well. Ms. Willson will be discussing this often with the BOLT in the coming months. Ms. McHugh expressed that she would like to move forward with a Salary Survey. Ms. Willson stated that it may be possible to get a state grant or to explore compensation comparisons in Paychex. They will update the BOLT in May as to progress in this area.

Reports

Friends of the Library

May 18th is the Sidewalk Book Sale. If anyone would like to assist, there will be a 7:15 am set-up time and take-down will begin at 3 pm. Ms. Grahame named the latest purchases that the Friends of the Library have made to assist Calvert Library.

SMRLA

Mr. Crupi attended his first meeting on April 9th. Changes to bylaws were approved and the board was reminded of the Maryland Library Association (MLA) conference coming up. Most of meeting was devoted to a group communication training led by Nikki Phillips of Professional Communication Training (PCT). New members were given a tour of the facilities.

Foundation

The next meeting is April 17th. The board is planning the Road Rally that will take place in October. The Foundation website is in the final stages before going live under an ".org" web address rather than a ".com."

Ms. Willson addressed some FMLA related questions.

Executive Session

Ms. Grahame motioned to go to executive session at 5:17pm. Jeffrey Lewis seconded.

Closed to the public pursuant to Section 3-305(b)(1) of the State Government Article of the annotated Code of Maryland

-Personnel Matter

Adjournment

Mr. Lewis moved that the meeting be adjourned, Mr. Crupi seconded. The meeting was adjourned at 5:30.

Next Meeting

The next meeting will be on May 21, 4pm at Calvert Library Prince Frederick.

Respectfully submitted,

Emily Mudd