

Agenda
Board of Library Trustees
May 21, 2019 at 4:00 pm
Calvert Library Prince Frederick

Call to Order

Approval of Agenda

Approval of Minutes of April 16, 2019 meeting

President's Report

MOA between BOCC and North Beach

Staff Handbook Progress

By-laws Review Progress

Unfinished Business

Proposed BOLT Secretary position & formation of Executive Committee

Action Items from Previous Meeting(s)	Responsible Party	Due Date	Complete?
Staff handbook revisions to BOLT for review	Board Sub-Committee	TBD	In Progress
Bylaws committee report	McHugh, At Lee, Crupi	TBD	In Progress
Explore Salary Survey with state funding or options for compensation survey in Paychex	Ms. Willson and Ms. McHugh	May 31	In Progress
Investigate adding % of budget to Expenditure Status Report	Ms. Willson and Mr. Crupi	May 21	Yes
Executive Director – produce “lessons learned” document	Ms. Willson	See revised goal document	In Progress
Executive Director – revise 2019 performance goal #5	Ms. Willson	May 21	Yes
Revisit having an attorney on retainer for the Library/BOLT	Ms. McHugh and Ms. Willson	May 21	In Progress

New Business

Customer Expectations to replace Customer Rules

End-of-year budget – fund transfers (if needed)

BOLT meeting time – how is the new time working?

Director's Report

Director's preliminary written report

FY19 Budget

FY20 Budget update

Salary Survey

Reports

Friends of the Library- Ms. Grahame
SMRLA – Ms. Grahame
Foundation – Mr. Crupi

Announcements/Other

May 21 – County Budget hearing – 7:00 Calvert Pines
May 29 Volunteer Appreciation Luncheon 12:30 – Calvert Library Prince
Frederick
October 26, 2019 – Citizens for Maryland Libraries and Trustees Annual Meeting
– Pratt Library

Next Meeting – Tuesday, June 18 at 4pm at Calvert Library Southern Branch

Public Comment *There is a time limit of 5 minutes per speaker. No additional minutes or allotting unused minutes to another speaker will be permitted. Advance permission is required to videotape, televise, photograph, broadcast or record meetings of the Board of Library Trustees.*

Executive Sessions – Closed to the public pursuant to Section 3-305 of the State 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.

Adjournment