

**Board of Library Trustees
May 21, 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
Beverly Izzi, Recorder

Via phone:

Catherine Grasso, Vice President

Call to Order:

Meeting called to order at 4:05 pm by President McHugh.

Approval of the Agenda

Ms. Grahame made a motion to adopt the agenda as disseminated. Ms. Brown seconded the motion. The motion passed unanimously.

Minutes

Mr. At Lee motioned to approve the minutes from the April 16, 2019 meeting with amendments. Mr. Crupi seconded. The motion passed unanimously.

Mr. At Lee motioned to approve the minutes of the April 16, 2019 Executive Session with amendments. Mr. Crupi seconded the motion. Motion passed unanimously.

President's Report

MOA between BOCC and North Beach

President McHugh thanked Executive Director (ED) Willson for keeping the Board of Library Trustees (BOLT) apprised of the progress on the Memorandum of Agreement (MOA) with North Beach. ED Willson stated that she expects the North Beach Town Council to discuss the MOA this week.

Staff Handbook Progress

The BOLT sub-committee is working on setting a date to finalize their work on Staff Handbook project.

By-laws Review Progress

President McHugh stated that she would like to start this project after the Staff Handbook project is complete.

Unfinished Business

Proposed BOLT Secretary position & formation of Executive Committee

Mr. At Lee moved for adoption of the proposed amendment to BOLT Bylaws. Mr. Crupi seconded the motion. Motion passed unanimously.

Mr. Lewis and Mr. At Lee were nominated as BOLT Secretary. BOLT voted via ballot. Mr. At Lee was elected as Secretary of the BOLT.

Action Items

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

Action Items from Previous Meeting(s)	Responsible Party	Due Date	Complete?
Staff handbook revisions to BOLT for review	McHugh, At Lee, Brown	TBD	In Progress
Bylaws committee report	McHugh, At Lee, Crupi	TBD	In Progress
Write state grant for salary survey	Willson	May 31	In Progress
Investigate adding % of budget to Expenditure Status Report	Willson and Crupi	May 21	Complete
ED – produce “lessons learned” document and revise performance goal #5	Willson	See revised goal document	In Progress, , BOLT approved goal that integrates lessons
Identify at least 3 attorneys the BOLT could place on retainer	Willson	June 18	New
Investigate whether meeting rooms for BOLT meetings can be booked from 4-6:00 instead of 4-5:30	Willson	June 18	New

New Business

Customer Expectations to replace Customer Rules

BOLT reviewed Customer Expectations document.

Ms. Grahame made a motion to replace the Customer Rules with Customer Expectations. Mr. Lewis seconded the motion. Motion passed unanimously.

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

ED Willson shared that she has moved \$1,200 from Contracted Services to Equipment \$1,000 to \$5,000 to purchase a new disc cleaner for Fairview.

ED Willson proposed moving up to \$30,000 out of Contracted Services to purchase replacement furniture for Calvert Library Prince Frederick. The comfortable seating is 13 years old and showing its age and heavy use.

Ms. Brown made a motion to approve the transfer of up to \$30,000 from Contracted Services to the appropriate line item for furniture. Mr. Lewis seconded the motion. Motion passed unanimously.

BOLT meeting time – how is the time working?

BOLT decided to leave the meeting time/date as 4pm every 3rd Tuesday. This time allows for 90 minute meetings; when the board needs to meet for a longer time period, Ms. Brown proposed moving the meeting to 3:00. ED Willson affirmed that this was the best strategy as evening programs generally have meetings rooms booked starting at 5:30. President McHugh requested that Willson look at future meetings/locations to see if the rooms could be booked for longer beginning at the preferred 4:00 time.

Director's Report

Director's preliminary written report

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

Passport services are set to launch May 28. President McHugh approved the press release regarding passports.

Bookmobile- consultant evaluating low bid and obtaining references.

Orange Boy marketing software has been effectively used to fill a couple of "On the Go" trips. This software has proven to be a good investment.

Sent out update on the Director's goals. ED Willson would like to take Library Finance classes through University of Georgia. BOLT approved of finance classes for the ED. Ms. Brown inquired as to whether the classes would be completed on work or personal time. Ms. Willson offered to let the BOLT know how many clock hours each course was assigned.

Willson proposed integrating the requested "lessons learned" document from her extended absence with a guide to due dates and areas of responsibilities for the ED.

BOLT approved the revised Director's Goals.

FY19 Budget

ED Willson shared a new Expenditure Status Report with the BOLT. Mr. Crupi will work with her to refine it further.

Salary Survey

ED Willson shared that she will apply for an LSTA Grant for a salary survey.

Reports

Friends of the Library

Per Ms. Grahame, the May 18th Sidewalk Book Sale raised approximately \$1,700. The Friends purchased two clocks for Fairview and a new book cart for Twin Beaches.

SMRLA

Ms. Grahame reported that there are two key positions vacant at SMRLA. SMRLA would like to reorganize its structure so that one position does not have so many duties.

The SMRLA Board President would like to decrease the contingency fund. SMRLA is considering items that the systems might like to have with this money. A purchase of new calendaring software for the tri-county libraries was approved by the SMRLA board.

Foundation

Mr. Crupi shared that the Foundation continues to work on the October Road Rally. The Foundation website is still under construction.

Announcements/Other

May 21 – County Budget Hearing – 7pm Calvert Pines

May 29 – Volunteer Appreciation Luncheon – 12:30pm Calvert Library Prince Frederick

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

The meeting adjourned at 5:40

Next Meeting

The next meeting will be on June 18, 4pm at Calvert Library Southern Branch.

Respectfully submitted,

Beverly Izzi