

**Board of Library Trustees  
June 19, 2019 at 4:00 pm  
Calvert Library Southern Branch  
Minutes**

**Present:**

Carolyn McHugh, President  
Catherine Grasso, Vice President  
Kip At Lee, Secretary  
Delores Brown  
Ron Crupi  
Martha Grahame  
Carrie Willson, Executive Director  
Beverly Izzi, Recorder

Absent: Jeffrey Lewis

**Call to Order:**

Meeting called to order at 4:00 pm by President McHugh.

**Approval of the Agenda**

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

**Minutes**

Ms. Grasso motioned to approve the minutes from the May 21, 2019 Board of Library Trustees (BOLT) meeting with correction. Ms. Brown seconded. The motion passed unanimously.

Mr. Crupi motioned to approve the minutes of May 21, 2019 closed session. Ms. Grasso seconded the motion. Motion passed unanimously.

**President's Report**

**MOA between BOCC and North Beach**

President McHugh shared that the North Beach Mayor has responded to the County regarding the Memorandum of Understanding (MOA) between North Beach and the Board of County Commissioners (BOCC). They had several clarifying questions regarding particulars of the agreement. Wilson Freeland will be working with them and getting the document to a place where it can be signed as soon as possible.

Mr. At Lee recommended that the BOLT President send a letter to North Beach expressing concerns about the length of time the agreement is taking to be ratified and the implications for the building project. He would like to know what date we can expect the signed MOA. Mr. Crupi, Ms. Brown and Ms. Grasso gave their support to this proposition.

## **Unfinished Business**

### **Attorney Recommendations**

Executive Director Willson shared a document with a list of attorneys used by neighboring library systems for the BOLT to consider.

Mr. At Lee has other sources he would like considered. He offered to create a list of three individuals with explanation why each candidate would be a good recommendation. Mr. At Lee will make this available to the BOLT at the July meeting.

### **Salary Study**

Executive Director Willson recommended that the BOLT pursue a salary study using a consultant she has spoken to who will do an analysis of salary by position and SIC code. It will cost approximately \$3,000.

Mr. At Lee made a motion to accept the recommendation by the Executive Director for the salary study. Mr. Crupi seconded the motion. Motion passed unanimously.

### **Revised Staff Handbook Progress**

The BOLT sub-committee met on June 11<sup>th</sup> and passed their final requests and suggestions to the Executive Director. Ms. Willson cleaned up the document, accepting changes on items that staff and the BOLT committee agreed upon which at this stage of the process was almost everything. A few questions remain outstanding and those were captured in a document that ED Willson shared with the BOLT at this meeting. Instead of taking the time to discuss those items that need resolution at this meeting, Mr. At Lee requested that Willson make recommendations and send them to the BOLT no later than 2 weeks from today (July 2). President McHugh will allow time for any final changes and discussion on the handbook at the July meeting.

### **Previous Action Items**

There were no changes to action items from previous meetings:

<b>Action Items from Previous Meeting(s)</b>	<b>Responsible Party</b>	<b>Due Date</b>	<b>Complete?</b>
Bylaws committee report	McHugh, At Lee, Crupi	TBD	In Progress
Secure 2 hour meeting time for BOLT meetings	Staff	11/1/19	Calendar is not available for this change until Nov.
Lessons Learned document from Exec Director – Annual Goal #5	Willson	6/18/19	No – in progress

### **New Business**

#### **Ratify July 3<sup>rd</sup> early closing of Twin Beaches Branch**

Ms. Brown made a motion to authorize the Executive Director to close the Twin Beaches Branch at 5:00pm on July 3 due to town fireworks. Ms. Grahame seconded the motion. Motion passed unanimously.

BOLT discussed unique closings.

Mr. At Lee made a motion to authorize the Executive Director to close the Library for 1 day or less for operational necessity. Mr. Crupi seconded the motion. Motion passed unanimously.

### **Fine Free – Pilot program review**

ED Willson shared information about the Fine Free Pilot. She noted that customers were expressing overwhelming support for the initiative. She shared that circulation has been consistent; it has even gone up a little in time when most libraries are seeing a decline in circulation.

Willson also shared limited snapshot data of overdue materials. She stated that it showed a negligible change in overdue materials and in some cases, like Express Books, virtually no change at all. There was extensive discussion about better formats for data and introducing other data points, like circulation or collection size, to help the BOLT understand the data. Mr. Crupi suggested that graph format would be useful. He offered to meet with Willson to help with that project.

Mr. At Lee made a motion to extend the Fine Free Pilot Program until the August BOLT meeting and that no later than the July BOLT meeting the Executive Director will provide to the BOLT adequate statistical analysis to demonstrate that the Fine Free program is or is not a success. Mr. Crupi seconded the motion. Motion passed.

The ED will postpone the July 23 presentation to the BOCC. Public relations communications should reflect that the BOLT extended the pilot program.

### **Allocation of FY20 increase in state per capita funding**

ED Willson stated the per capita increase in State funding would increase library budget by \$33,564. She proposed that these funds be allocated as follows to pay for some of the unresolved budget requests that were not funded in FY20: \$6,000 to Equipment \$1,000 to \$5,000 to purchase water bottle filling water fountains, \$2,600 in Contracted Services to purchase Adobe Creative Suite for customer use, and \$24,964 in Furniture to be used toward refreshing the furniture at Calvert Library Prince Frederick. ED Willson stated that once the BOLT votes, she will need to make a budget adjustment with the County which will go before the BOCC for a vote.

Ms. Grahame made a motion to approve the proposed budget adjustment and allocation recommended by the Executive Director. Mr. Crupi seconded the motion. Motion passed unanimously.

### **Director's Report**

#### **Director's preliminary written report**

ED Willson had no additions to the report.

### **FY19 Budget**

ED Willson expects to spend the FY19 budget down under 1%.

## **FY20 Budget**

A brief explanation of the way the County budgets for expenditures and revenue was shared with the BOLT.

## **Lessons learned document – Director’s Goals**

ED Willson stated that she will have this complete for the next BOLT meeting.

## **Reports**

### **Friends of the Library**

Per Ms. Grahame, the May 18<sup>th</sup> Sidewalk Book Sale raised approximately \$1800. The Friends are on hiatus for the summer.

### **SMRLA**

Mr. Crupi reported that the financial and CEO report were given at the last meeting and a personnel matter was discussed in Executive Session. There will be a strategic plan meeting on the 18<sup>th</sup> of July.

### **Foundation**

Mr. Crupi shared that the Foundation continues to work on the October 19 Road Rally. The Foundation is still working to get their new website live.

### **Announcements/Other**

October 26, 2019 – Citizens for Maryland Libraries and Trustees Meeting – Pratt Library. Willson stated that she would send out the registration link.

Ms. Grasso would like to receive the BOLT packet by the close of business the Friday before each BOLT meeting. ED Willson agreed that this was a good deadline to institute.

President McHugh noted that the Executive Director had requested vacation that overlapped with the July board meeting. Ms. Grahame made a motion to move the next BOLT meeting to July 23, 3-6pm at Calvert Library Prince Frederick. Ms. Brown seconded the motion. Motion passed 5-0.

There was no public comment.

### **Adjournment**

Ms. Grahame made a motion to adjourn. Ms. Grasso seconded the motion. Meeting adjourned at 6:04pm.

### **Next Meeting**

The next meeting will be on July 23, 2019, 3-6pm at Calvert Library Prince Frederick.

Respectfully submitted,

Beverly Izzi

**New/Updated Action Items**

The following action items were identified or updated during the June meeting:

<b>Action Items</b>	<b>Responsible Party</b>	<b>Due Date</b>	<b>Complete?</b>
Bylaws committee report	McHugh, At Lee, Crupi	TBD	Committee will not start meeting until Handbook is complete
Secure 2 hour meeting time for BOLT meetings	Staff	11/1/19	
Recommendation for Library Attorney – 3 names and rationale	At Lee	7/23/19	
Lessons Learned document from Exec Director – Annual Goal #5	Willson	<del>6/18/19</del> 7/23/19	No – in progress
Polished presentation on efficacy of Fine-free pilot program	Willson	7/23/19	
Final recommendations for Staff Handbook	Willson	7/2/19	
Budget Adjustment memo to BOCC via Tim Hayden	Willson	7/2/19	
Contract with Salary Study consultant	Willson	ASAP	In process
Change date of Fine-Free presentation to BOCC	Willson	ASAP	yes