

**Board of Library Trustees
August 20, 2019 at 4:00 pm
Calvert Library Prince Frederick
Minutes**

Present:

Carolyn McHugh, President
Catherine Grasso, Vice President
Delores Brown
Martha Grahame
Kip At Lee, Secretary
Jeffrey Lewis
Jennifer Moreland, Director of Community Resources, Calvert County Government
Carrie Willson, Executive Director
Beverly Izzi, Recorder

Via Phone:
Ron Crupi

Call to Order:

Meeting called to order at 4:07 pm by President McHugh.

Approval of the Agenda

President McHugh made a motion for approval agenda as presented. Ms. Grasso seconded the motion. Motion passed unanimously.

Minutes

Ms. Grahame motioned to approve the minutes from the July 23, 2019 Board of Library Trustees (BOLT) meeting as disseminated with notation of each member's vote for the Fine Free motion. Ms. Grasso seconded. The motion passed unanimously.

President's Report

Vacation Plans

President McHugh will be on vacation August 22-September 16. Vice President Grasso will be available during President McHugh's absence.

MOA between BOCC and North Beach

President McHugh shared that the Memorandum of Agreement (MOA) is currently under review by the County Attorney. Once finalized the MOA will be sent to the North Beach Mayor for signature.

MOU Update

Per ED Willson, conversation with the County regarding the Memorandum of Understanding (MOU) will restart. Both she and Jennifer Moreland have it as an annual goal to have the MOU between the BOLT and the BOCC finalized by December 2019.

Bylaws Committee

Mr. At Lee has reached out to the committee members to begin work. Mr. At Lee has compiled an electronic file with versions of other By Laws around the state. Mr. Lewis noted that some counties have special dispensations within state code and therefore, their bylaws may not be applicable to our county.

FY2020 Annual Budget Review

President McHugh stated that starting in September the Executive Director will present the BOLT with an analysis of prior year budget expenditures so that the BOLT can more easily understand what spending is required and what is discretionary.

Unfinished Business

Attorney recommendations – Kip At Lee

Mr. At Lee shared the results from his search for attorneys for Calvert Library to use should the need arise. Two qualified attorneys responded: Barry Downey of Smith & Downey, P.A. and Kathleen McGinley of Jackson Lewis, who is currently on maternity leave. Both have experience working with public libraries in Maryland. Both have experience with personnel matters. Ms. Grahame made a motion that Mr. At Lee contact the two attorneys expressing the BOLT's appreciation of working with them in the future. Ms. Brown seconded the motion. Motion passed unanimously. The next step would be a commitment letter.

Crisis Communication exercise

ED Willson and President McHugh will present this exercise at a later date.

Previous Action Items

Action Items	Responsible Party	Due Date	Complete?
Bylaws committee report	At Lee, Crupi, Grasso		In process
Recommendation for Library Attorney – 3 names and rationale	At Lee	8/20/19	Complete
Update Smoke and Tobacco-Free Policy	Willson	8/20/19	Complete
Trustee Manual	At Lee	8/20/19	In process
Contract with Salary Study consultant	Willson		Complete

New Business

Smoke and Tobacco free policy updates

BOLT reviewed Smoke and Tobacco free policy. Mr. At Lee made a motion to reaffirm the policy and change its title to “Vape, Smoke and Tobacco-free Policy.” Mr. Crupi seconded the motion. Motion passed unanimously.

Trustee Manual

Mr. At Lee made a motion to adopt the Trustee Handbook format and the portion of that handbook noted in brown font with correction. Mr. Crupi seconded the motion. Motion passed unanimously.

Annual Report

BOLT reviewed the FY18 Annual Report. BOLT would like to receive a draft of the Annual Report 1 month before approval. The Annual Report is due to the Maryland State Library by November of each year. ED Willson noted that audited financials from the County do not come until after December; financials will be submitted as draft and amended if necessary. The Fine Free Trial will be included in the FY19 Annual Report. Fine Free was finalized in FY20.

Term Expiration

Mr. Crupi's is serving a partial-term which expires at the end of December. This position will be advertised by the County in their usual manner. Mr. Crupi will apply directly to the County for reappointment; they will contact him with the application and walk him through the process. Future term expirations will be fully advertised per the BOLT vote in March 2019.

Corrections were made to the BOLT Directory. ED Willson will send out an updated Directory.

Director's Report

Director's preliminary written report

ED Willson shared an executive brief regarding changes to staffing in the library system. A part-time position was moved back to Twin Beaches and a part-time position at Prince Frederick was made full-time in children's. Willson also intends to make a part-time children's position at Fairview full-time. Funds for these changes were made available by several recent retirements and resignations.

ED Willson stated that the new Payroll system was used for online hiring and the system worked well.

ED Willson shared that Passport services will begin September 4. Calvert Library Prince Frederick will offer these services in the late afternoon and during weekend hours to compliment when passport services are offered by the Post Office.

BOCC approved the budget adjustment for the increase to state funding and received the Fine Free presentation well at their 8-20-19 morning meeting.

CIP Budget draft will be submitted to the County on 8-28-19. Priority for projects has not changed. Willson has requested update to Twin Beaches cost estimate from the architect who did the original estimate as prices have increased significantly since the original calculation.

The Southern Branch will not be in the 6-year plan, as it is too far out. The County expects to be able to renew the lease on that facility for one year at-a-time after the original 10-year agreement expires.

Schedule of meetings. The BOLT can now meet in September and November in Prince Frederick. ED Willson will send out new schedule for BOLT meetings.

FY19 Budget

ED Willson shared that the FY19 budget expenditures are not yet showing accurately in FinPlus, the county's financial software. There is still a rollover of encumbered funds from Capital Hardware that Willson is expecting to see moved to the FY20 budget. ED Willson, Mr. Crupi and Mr. At Lee will meet to analyze FY19 expenditures.

FY20 Budget

ED Willson shared the FY20 budget expenditures and revenue YTD.

Strategic Planning update

ED Willson shared a brief update on strategic planning. Draft goal areas have been identified based on the market segmentation data, community survey and staff survey results presented by the consultants. Staff working groups are being convened to identify the research rationale for each goal area, strategies for accomplishing the goal, an analysis of resources needed, and outcome measures. More information will be shared with the Board in September.

Data dashboard

ED Willson shared an online Board Report for the BOLT. This is a product created using Tableau which is data visualization software. The MD State Library has been funding a grant that gives libraries consulting hours to get their data into Tableau and design reports. Tweaks are still being made, but the dashboard allows staff and the BOLT to see Key Performance Indicators (KPIs) like circulation, program attendance, computer use and door count.

Reports

Friends of the Library

Per Ms. Grahame, the next Friends Book Sale will be September 21, all help is welcome. Friends do not meet over the summer.

SMRLA

Mr. Crupi reported that SMRLA is preparing for an upcoming audit.

Foundation

Mr. Crupi shared that the Foundation has moved the Road Rally until November due to events in North Beach.

Announcements/Other

October 26, 2019 – Citizens for Maryland Libraries and Trustees Meeting – Pratt Library.
Register here: <https://www.citizensformarylandlibraries.org/event-3410840>

There was no public comment.

Adjournment

President McHugh adjourned the meeting at 5:18pm.

Next Meeting

The next meeting will be on September 17, 2019, 4pm at Calvert Library Prince Frederick.

Respectfully submitted,

Beverly Izzi