

**Board of Library Trustees  
September 17, 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  
Carrie Willson, Executive Director  
Beverly Izzi, Recorder

**Absent:**

Ron Crupi

**Call to Order:**

Meeting called to order at 4:01 pm by President McHugh.

**Approval of the Agenda**

Ms. Grahame moved to approve the agenda with the removal of the Executive Session which President McHugh stated was not needed. Ms. Brown seconded the motion. Motion passed unanimously.

**Minutes**

Ms. Grahame moved to approve the minutes from the August 20, 2019 Board of Library Trustees (BOLT) meeting as disseminated. Ms. Grasso seconded. The motion passed unanimously.

**President's Report**

Vice President Grasso stated that Passport Acceptance service has begun at Calvert Library Prince Frederick. This is a soft launch to allow staff who were trained to process passports with actual customers and become comfortable with the process. A press release and marketing campaign for the new service will go out in the next week or so.

Vice President Grasso stated that the Memorandum of Understanding (MOU) between Calvert Library and Calvert County Government is in progress. Board member At Lee is working with Executive Director (ED) Willson and Community Resources Director Moreland on making final revisions to the document. It will then be reviewed by General Services, Risk Management, Finance, Buildings and Grounds and other involved departments before going to legal. Once every department involved in the MOU has signed off on the document, it will be sent to the BOLT for review, approval and the President's signature. Finally, it will go to the Board of County Commissioners (BOCC) for their President's signature.

Vice President Grasso shared that the Memorandum of Agreement (MOA) between the BOCC and the Town of North Beach for the new Twin Beaches Branch building project has cleared both the county and the town’s legal departments and is currently on the desk of the North Beach Mayor for signature.

**Unfinished Business**

**Status Update – Library Attorney – Mr. At Lee**

Per the Board’s request at the August BOLT meeting, Mr. At Lee sent letters two attorneys expressing the BOLTs desire to work with them in the future on an as needed basis: Barry Downey of Smith & Downey, P.A. and Kathleen McGinley of Jackson Lewis, who is currently on maternity leave. Jackson Lewis has replied positively and Smith & Downey has yet to reply.

**Crisis Communication exercise**

Robyn Truslow, Public Relations Coordinator conducted a Crisis Communication exercise with the BOLT as a proactive training. Truslow reviewed best practice and guidance for the Board members on how to respond to customer inquiries and how the library and BOLT will respond in a crisis. This activity will be repeated at future meetings.

**Action Items**

Action Items	Responsible Party	Due Date	Complete?
Bylaws committee report	At Lee, Crupi, Grasso	TBD	In process

**New Business**

**Approval of 2020 Holiday Schedule**

BOLT reviewed the 2020 Holiday Schedule. Motion made to approve the 2020 Holiday Schedule by Mr. Lewis. Motion seconded by Ms. Grasso. Motion passed unanimously.

**Capital Improvement Plan (CIP) project requests FY21-26**

ED Willson walked through each library CIP project with the BOLT. Ms. Grahame moved to approved CIP as presented with the inclusion of design and construction funds for Fairview Branch. Ms. Grasso seconded the motion. Motion passed unanimously.

BOLT was invited to attend the October 1 BOCC meeting when ED Willson will be introducing the Twin Beaches Building project to the new Commissioners. (Willson stated that there would also be a One Maryland One Book presentation at the October 1 BOCC session.)

**Review of Operational Budget – planning for FY21**

ED Willson reviewed the following documents: Draft Budget Policy, Account Number List and Breakdown of FY20 Budget. BOLT members found the budget policy documents useful. ED Willson walked through each line-item of the budget and fielded a few questions. She noted that the budget submission for FY21 is due to Finance on September 30, one full month earlier than previous years. She was sent the budget packet for FY21 today. The BOLT gave input for FY21 budget priorities including salaries, data for mobile hotspots, furniture, mobile library materials

and associated costs, cyber defense and legal issues, training funds, and technology equipment and software.

Mr. At Lee shared with the BOLT that he met with ED Willson and Board member Crupi to review the FY19 budget. His concerns about whether there were patterns in spending that needed to be addressed were allayed. The FY19 expenditures are still unaudited but the budget was spent to under 1%.

### **Director's Report**

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

ED Willson shared that children's librarians are now all full time to spread out the workload and allow for future increases in programming, the Strategic Plan is being worked on and progress to date on the Mobile Library.

#### **FY20 Budget**

ED Willson shared the FY20 budget report. Revenue is a little under for the year due to lack of fine revenue, Fax revenue is declining likely due to advances in docusign procedures for banks and mortgage companies. Passport revenue should start to show on the revenue report next month. Expenditures are on track for this point in the year. Mr. At Lee asked the ED Willson convert the revenue sheets to a format similar the expenditure sheets.

#### **Strategic Planning update**

ED Willson shared updates on the Strategic Plan process. Teams are hard at work on drafting strategies for each objective.

#### **eBooks – Macmillan Publishers**

ED Willson shared that Macmillan publishers announced that as of November 1 they will sell only 1 copy of new ebook titles to each library system. Eight weeks after publication date, they will sell additional copies to the library. Under this policy, the MD Digital Library will only be able to purchase one copy of new ebooks from Macmillian to be shared across the state. The Maryland Library Association Executive board will meet tomorrow and Maryland's response to this policy will be on their agenda.

### **Reports**

#### **Friends of the Library**

Per Ms. Grahame, the Friends would appreciate help with setting up their Book Sale on Saturday.

#### **SMRLA**

Ms. Grahame reported that SMRLA did not meet this month.

#### **Foundation**

ED Willson shared that the Foundation is working on planning their November Road Rally.

#### **Announcements/Other**

September 21, 2019 – Friends of Calvert Library Book Sale 9-3

October 26, 2019 – Citizens for Maryland Libraries and Trustees Meeting – Pratt Library.

There was no public comment.

**Adjournment**

President McHugh adjourned the meeting at 5:34pm.

**Next Meeting**

The next meeting will be on October 15, 2019, 4pm at Calvert Library Fairview Branch.

Respectfully submitted,

Beverly Izzi