

**Board of Library Trustees  
October 15, 2019 at 4:00 pm  
Calvert Library Fairview Branch  
Minutes**

**Present:**

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

Brittany Pressley, staff member

**Call to Order:**

Meeting called to order at 4:02 pm by Vice President Grasso.

**Approval of the Agenda**

Mr. At Lee moved to approve the agenda. Mr. Lewis seconded the motion. Motion passed unanimously.

**Minutes**

Ms. Grahame moved to approve the minutes from the September 17, 2019 Board of Library Trustees (BOLT) meeting with correction. Mr. At Lee seconded the motion. The motion passed unanimously.

**President's Report**

**MOA between BOCC and North Beach**

President McHugh shared that the Memorandum of Agreement (MOA) with the Town of North Beach had been signed by Mayor Benton. They stated that the BOCC is scheduled to sign the MOA at an upcoming meeting.

President McHugh and Executive Director Willson presented at the Board of County Commissioners (BOCC) meeting to introduce the Twin Beaches Branch replacement facility project to the new Commissioners. A social worker observing the meeting also spoke in favor of the project stating the need for more space, meeting areas and public computers. The BOCC is supportive of the project.

**Director's Evaluation – process for 2019**

President McHugh stated that ED Willson will have her self-evaluation including a progress report on 2019 goals and proposed goals for 2020 prepared and submitted to the BOLT 2 weeks before the next BOLT meeting. The BOLT will review and discuss in Executive Session at the

November meeting. President McHugh plans to provide ED Willson with the Board's feedback by the end of December.

### **Unfinished Business**

#### **MOU with Calvert County Government**

Mr. At Lee shared that he, Jennifer Moreland, and ED Willson met to discuss the Memorandum of Understanding (MOU) with Calvert County and Calvert Library. The document was updated to reflect his suggested changes to language. That final draft was sent to the county department heads who are affected by the MOU. There was a minor addition to the salary budget increase section from Finance. No other department had changes. This document next goes to the county for legal review and barring any substantive changes, will come to the BOLT President for signature before going to the BOCC for signature.

Mr. At Lee moved that the BOLT approve the MOU as presented to county staff including the change from the Finance Department and authorize President McHugh to sign the document after legal review unless there are substantive changes to the document. Mr. Crupi seconded the motion. Motion passed unanimously.

President McHugh thanked ED Willson, Ms. Moreland, Mr. At Lee and others for their hard work on this agreement.

### **New Business**

#### **FY21 Operational Budget**

ED Willson reviewed her proposed FY21 Operational Budget. Items added include additional Wi-Fi hotspots for the Mobile Library, funds to pay for mobile data for existing hot spot program, additional marketing funds and the Business Manager position. ED Willson reminded the BOLT that the budget draft could change as it moves through the process.

Motion to accept the FY21 budget as presented made by Ms. Grahame. Motion seconded by Mr. Lewis. Motion passed unanimously.

#### **Compensation Study**

The BOLT discussed preliminary results from the salary study. ED Willson stated that she was awaiting clarification on a couple of position ranges from the consultant. Next steps: the BOLT will wait for further analysis from the ED who will suggest next steps that may include a BOLT working group.

#### **Staff Handbook – minor changes**

ED Willson walked through two requested changes to the staff handbook. One was language change to the attendance section and the other was a substance change to state retirement contributions. Mr. Crupi made a motion to accept the changes to the Staff Handbook as proposed. Ms. Brown seconded the motion. Motion passed unanimously.

## **Director's Report**

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

ED Willson shared that Julia Coty accepted a position as a full time Public Services Librarian in Children's at the Southern Branch. Ellen Ruoff accepted Julia's vacated position as a full time Public Services Librarian at the Southern Branch with some duties in the children's department. Ms. Ruoff's former position as a full-time public services librarian in reference at Calvert Library Prince Frederick is now open.

ED Willson also shared that the Money Smart Kids exhibit is now on display at Prince Frederick through the end of November.

### **FY20 Budget – revenue and expenditures**

ED Willson shared the FY20 budget report. Revenue is a little under for the year as expected. Passport revenue is starting to show in the report.

### **eBooks – Macmillan Publishers**

ED Willson shared that beginning November 1 Macmillan publishers 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. Due to this policy, the MD Digital Library (which counts as one library) will not be purchasing these books until they lift the embargo on a title. The American Library Association has launched a #ebooksforall campaign to highlight this deeply concerning issue.

<b>Action Items from prior meeting</b>	<b>Responsible Party</b>	<b>Due Date</b>	<b>Complete?</b>
Bylaws committee report	At Lee, Crupi, Grasso	TBD	In process
Convert Revenue report to expenditure report format	Willson	Nov.	In process

### **Bylaws Committee Report**

Mr. At Lee reported that the Bylaws Committee will meet October 30. They will prepare a status report for the next meeting.

## **Reports**

### **Friends of the Library**

Per Ms. Grahame, the Friends shared that the Friends Book Sale on September 15 raised almost \$3000. She thanked Ms. McHugh and Mr. At Lee for their help with the sale. The Pub Quiz is upcoming. Pat Hofmann will do the questions; send any suggestions directly to her at phofmann@comcast.net.

### **SMRLA**

Bylaws were discussed and the CEO's review was discussed in Executive Session at the October meeting.

### **Foundation**

Mr. Crupi shared that the Foundation is working on planning for their Road Rally.

Ms. Brown shared that the Prince Frederick Garden Club will decorate all of the Calvert Library locations for the holiday season. She will meet with branch managers next week. Decorations will be done tastefully with greenery and bows..

**Announcements/Other**

October 26, 2019 – Citizens for Maryland Libraries and Trustees Meeting – Pratt Library  
~~November 9, 2019 – Calvert Library Foundation Road Rally~~ Delayed until spring 2020  
November 15, 2019 – Friends of Calvert Library Pub Quiz

There was no public comment.

**Adjournment**

President McHugh adjourned the meeting at 5:03pm.

**Next Meeting**

The next meeting will be on November 19, 2019, 4pm at Calvert Library Prince Frederick.

Respectfully submitted,

Beverly Izzi