

**Board of Library Trustees
December 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
Ron Crupi
Carrie Willson, Executive Director
Beverly Izzi, Recorder

Call to Order:

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

Approval of the Agenda

Mr. At Lee made a motion to adopt the agenda as presented. Mr. Crupi seconded the motion. The motion passed unanimously.

Minutes

Ms. Grahame moved to approve the minutes from the November 19, 2019 Board of Library Trustees (BOLT) meeting as disseminated. Ms. Brown seconded. Motion passed unanimously.

President's Report

President McHugh had nothing new to report at this time.

Unfinished Business

BOLT Bylaws revisions

Mr. At Lee reviewed the changes the committee proposed to the BOLT Bylaws. The document had been disseminated electronically prior to the November BOLT meeting. Each change was discussed briefly and some changes were agreed upon.

To address a portion of the ensuing discussion, Mr. At Lee moved to modify the Attendance policy for the BOLT to disallow virtual participation to count as meeting attendance. Ms. Brown seconded the motion. Ms. Brown voted yea, Ms. Grasso, Ms. Grahame. Mr. Crupi, Mr. At Lee and Mr. Lewis voted nay. The motion did not pass. After additional discussion, Ms. Brown made a motion to approve the amended BOLT Bylaws. Ms. Grasso seconded the motion. Motion passed unanimously.

New Business

Kids Cards – adding audio to allowable checkouts

ED Willson shared an executive brief regarding making audio books allowable for checkout on Kids and CRAB Cards.

Mr. Lewis moved to include audio books on the list of materials children are permitted to check out on their Kids/CRAB cards. Ms. Grahame seconded the motion. Motion passed unanimously.

Election of Officers

Election of Officers moved to January meeting per newly amended BOLT Bylaws.

Director's Report

Director's preliminary written report

ED Willson shared that applications are currently being accepted for Computer Services Technician position.

She noted that the Management Team worked on the Strategic Plan at their last planning day and a draft should be ready to share with the BOLT for feedback in January.

On the Twin Beaches project update, she shared that bids are due from the county's on-call architectural firms by 12/20/19. It is the county's intention to make a bid award by mid-January.

Willson deferred discussion of the Operating Agreement with County government to Mr. At Lee. He shared with the BOLT that a signatory to the agreement has requested a further change to the agreement. Mr. At Lee is working with ED Willson, Jennifer Moreland and the county attorney to resolve this issue. At Lee made a motion that the BOLT through the ED inform the other parties to the Operating Agreement that a change which would allow any party to withdraw after notice would not be acceptable, but that the BOLT could support allowing any 2 parties to make a change that does not affect other parties. Motion seconded by Ms. Grasso. Motion passed unanimously.

FY20 Budget

ED Willson shared the FY20 budget. Expenditures and revenue are both performing as expected. Mr. At Lee observed that fax revenue continues to decrease due to secure online services and apps. Choose Civility grant money came in adding additional funds to the Programming budget.

FY21 Budget status update

ED Willson distributed copies of the November change notes to the FY21 budget. She noted that the working session with the BOCC this morning went well. BOCC just heard staffing and phone systems requests this morning.

Director's Goals for 2020

ED Willson shared her proposed goals for 2020 with the BOLT. No changes were requested to her goals as distributed.

Action Items

Action Items	Responsible Party	Due Date	Complete?
Compensation Study – working group	Willson, Crupi	July 2020	In process

Convert Revenue report to expenditure report format	Willson	11/19/19	Yes
Holiday greenery at PF	Brown		Yes
Director's Goals for 2020 in SMART format	Willson	12/17/19	Yes

President McHugh thanked Ms. Brown for her work on organizing the holiday greenery for the Prince Frederick location. Several comments were added about the beautiful work done by the Calvert Garden Club.

Reports

Friends of the Library

Ms. Grahame shared that the Friends of the Library had a Facebook Live event with Community Bank of the Chesapeake, which gave Friends \$350 and additional money for each like they received up to \$500. The Winter Book sale will be held January 9-11, 2020. Set up will begin the morning of the 9th at 9am. All are encouraged to assist.

SMRLA

Mr. Crupi attended the latest SMRLA meeting. He stated that the SMRLA (Southern Maryland Regional Library Association) Board met on the 10th and did not have a quorum. Thus, no votes were made. They reviewed the SMRLA Strategic Plan created in collaboration with the Ivy Group.

Foundation

Mr. Crupi stated that the Foundation is working on the Road Rally scheduled for April 4th, 2020. Vote on Board positions will occur at the next meeting.

Announcements/Other

January 9-11, 2020 Friends of the Library winter book sale

February 5, 2020 Maryland Library Legislative Day in Annapolis. BOLT members were asked to let ED Willson know if they were able to attend for all or part of the day by January 15.

There was no public comment.

Ms. Lewis made a motion to move to executive session. Ms. Grasso seconded the motion. The motion passed unanimously.

Meeting moved to executive session at 5:24pm.

-Personnel Matters [3-305(b)(1)] Board will discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction.

The BOLT returned from closed session at 5:35 pm.

Adjournment

President McHugh adjourned the meeting at 5:37pm.

Next Meeting

The next meeting will be on January 21, 2020, 4pm at Calvert Library Prince Frederick.

Respectfully submitted,

Beverly Izzi