

**Board of Library Trustees
November 19, 2019 at 3:00 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 3:05pm by President McHugh.

Approval of the Agenda

Ms. Grahame moved to approve the agenda. Mr. At Lee seconded the motion. The motion passed unanimously.

Minutes

Ms. Grahame moved to approve the minutes from the October 15, 2019 Board of Library Trustees (BOLT) meeting as disseminated. Ms. Brown seconded. The motion passed unanimously.

President's Report

President McHugh had nothing new to report at this time.

Unfinished Business

MOU with Calvert County Government

Mr. At Lee reported that he met with Executive Director Willson, County Attorney John Norris and Director of Community Resources Jennifer Moreland to discuss the Memorandum of Understanding (MOU) between Calvert County Government and Calvert Library. Mr. Norris had several concerns about the document, all of which were alleviated by renaming the document as an operating agreement and changing the signatories from the BOLT and BOCC to Executive Director Willson and the county department heads who are mentioned in the document. All parties agreed that changing the name of the document would facilitate consensus without changing the intent of the document. Pending the approval of the BOLT and a vote authorizing Willson to sign the document, the document will be signed and become official. ED Willson, Jennifer Moreland, Tim Hayden, Willson Freeland, Paula Gray and John Norris are the signatories. Since these are operating procedures, the document will not need to be signed by the BOCC or BOLT.

Mr. At Lee made a motion to approve the Operating Agreement as amended and authorize ED Willson to sign the Operating Agreement on behalf of the library. Mr. Crupi seconded the motion. The motion passed unanimously.

Compensation Study

ED Willson stated that she had reviewed the strategy she is proposing with the branch managers and coordinators who concurred that this was a good way forward. In short, Phase One will be to make any needed adjustments to salary ranges for the IT department as two of three positions are vacant. Phase Two will be to address the current salary scale and evaluate it in the context of the market study results provided by FiveL, the company retained for the compensation salary report. Phase Three will be to present findings and funding requests to the BOCC. ED Willson proposed forming a small team to work on the strategy and asked that a fiscally minded BOLT member be appointed to work with staff on this project.

Mr. At Lee made a motion to accept the proposed strategy. Mr. Crupi seconded. The motion passed unanimously.

President McHugh appointed Mr. Crupi to serve on the Compensation Study committee as the BOLT representative.

New Business

Nomination to fill vacancy on Board due to term expiration

One application was received for the opening on the BOLT due to term expiration. That application was from BOLT member Ron Crupi who is finishing a partial term created by a resignation from the BOLT. Ms. Grahame moved to nominate Mr. Crupi to serve a full-term. Ms. Brown seconded the motion. Motion passed unanimously.

BOLT meeting schedule for 2020

ED Willson will add the list of outside meetings that are beneficial for BOLT members to attend such as the CML Annual Meeting, SMRLA Annual meeting and MD Library Legislative Day to the schedule.

Director's Report

Director's preliminary written report

ED Willson shared that the bookmobile PO has been submitted to the county for processing. Mr. At Lee asked that the BOLT be given a one page on pros/cons for extending borrowing privileges for audio materials for Kids Cards in the December BOLT packet. ED Willson indicated that this was already in the works.

The BOLT recognized that Southern Maryland Regional Library (SMRLA) is a tremendous benefit for Calvert Library – this was noted in the context of their purchase of new calendaring software for the libraries -- and they appreciate what SMRLA does for us. ED Willson will draft a thank you letter for President McHugh to send to SMRLA.

FY20 Budget

ED Willson shared the FY20 budget. She noted there is nothing significant about this month's expenditures compared to last. Revenue continues to be under budget due to fine-free. She presented the requested new revenue to the BOLT in two ways. Mr. At Lee stated that he found the explanation of variance helpful. ED Willson will provide both charts for the next meeting.

FY21 Budget

ED Willson discussed the FY21 budget that she submitted to the county. She noted that, after input from County staff, what was entered into the budget software was slightly different than what was approved by the BOLT at the October meeting. The submitted budget is more in-line with fiscal year FY19 and has far fewer items that would become unresolved funding requests.

The BOLT agreed that after they vote to approve the draft budget, they will be informed of subsequent changes that are made to the budget but did not need to vote on every iteration. Instead, Trustees may raise concerns about changes via email or at a meeting. Changes are tacitly approved if there are no objections. If objections are made, they will be brought back to a subsequent BOLT meeting.

The BOLT would like to continue to see every iteration of the budget. ED Willson affirmed that they are provided with each version of the budget – she adds columns when the staff recommended and BOCC approved budgets are released. Going forward, she will also add a column to make notes about changes that are made.

Twin Beaches project update

ED Willson shared that they are finalizing the Scope or work document that will be sent to the architectural firms the county has on retainer. Willson discussed several aspects of the design process and promised to keep the BOLT informed as the project progresses.

Action Items

Action Items from previous meetings	Responsible Party	Due Date	Complete?
Bylaws committee report	At Lee, Crupi, Grasso	Dec 2019	Draft document shared with the BOLT on 11/18/19
Convert Revenue report to expenditure report format	Willson	Nov.	Yes
Holiday greenery at PF	Brown		Yes

Mr. At Lee sent the Bylaws committee's recommended updates to the BOLT via email on 11/18/19. He proposed that the BOLT review these recommendations for approval at the next BOLT meeting. Committee members Brown, Crupi and At Lee are willing to answer any questions you may have.

Ms. Brown shared her work with the Calvert Garden Club on supplying Holiday greenery for Calvert Library Prince Frederick. The club will not be able to do all 4 libraries this year.

Greenery will be placed at the Library on December 11. They will use fresh greens and berries on the powerwall and fireplace also placing a wreath on staircase. Ms. Brown noted that the greenery will need to be misted. ED Willson stated that the other branches have been told they can reach out to their garden clubs.

Reports

Friends of the Library

Ms. Grahame shared that the Pub Quiz made \$2,167. She noted that a great time was had by all.

SMRLA

Mr. Crupi attended the latest SMRLA meeting. He stated that they went through the audit and reviewed the beginnings of the strategic plan. Mr. Crupi noted that there have been a couple of new hires at SMRLA, but the IT staff have not been replaced yet.

Foundation

Mr. Crupi shared that the Road Rally was moved to April 4th, 2020.

Announcements/Other

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

February 5, 2020 Maryland Library Legislative Day in Annapolis. Let ED Willson know if you plan to attend.

There was no public comment.

Ms. Grahame made a motion to move into executive session. Ms. Brown seconded the motion. The motion passed unanimously.

Meeting moved to executive session at 3:58pm.

-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 discussed a request for unpaid leave from a staff member and the Director's 2019 performance evaluation.

Adjournment

President McHugh adjourned the meeting at 5:31.

Next Meeting

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

Respectfully submitted,

Beverly Izzi