

**Board of Library Trustees
February 18, 2020 at 4:00 pm
Calvert Library Prince Frederick
Minutes**

Present:

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

Call to Order:

Meeting called to order at 4:00pm by President McHugh.

Approval of the Agenda

Mr. Lewis made a motion to adopt the agenda as presented. Ms. Grasso seconded the motion. The motion passed unanimously.

Minutes

Ms. Grahame made a motion to approve the minutes from the January 21, 2020 Board of Library Trustees (BOLT) meeting as disseminated and amended. Mr. Crupi seconded the motion. Motion passed unanimously.

Minutes of the December 17, 2019 Executive Session were offered by Secretary At Lee for approval. Mr. Lewis made a motion to approve the minutes as offered. Ms. Brown seconded the motion. Motion passed unanimously.

President's Report

President McHugh stated that Martha Grahame's term on the Southern Maryland Regional Library Association (SMRLA) Board was ending and that Ms. Grahame indicated that she would like to be re-appointed, as least for the duration of her role on the SMRLA CEO search committee. President McHugh recommend that she be appointed to serve thru that process in order to assure continuity. After that President McHugh noted that the matter may be re-visited. This proposal received unanimous consent from the BOLT.

The BOLT reviewed the current meeting room policy. Mr. At Lee proposed three changes for clarification of the BOLT's support of the policy and its role in assuring that all organizations and groups who reserve library meeting rooms are afforded first amendment freedom of speech. Mr. Lewis proposed that the BOLT accept these clarifications. Ms. Grasso seconded the motion.

Motion passed unanimously. The revised policy will be posted to the library web site and shared with staff.

Unfinished Business

FY21-24 Calvert Library Strategic Plan

ED Willson shared that the Strategic Plan is currently being “polished” by the consultants.

New Business

Naming and Gifting Policy

ED Willson shared a draft Naming and Gift Policy. Mr. At Lee, Mr. Crupi and Ms. Grahame will form a committee to work with ED Willson to edit this policy, integrating the Foundation and Friends perspectives.

Director’s Report

Director’s preliminary written report

President McHugh noted that ED Willson’s report was detailed. Willson did not have anything to add.

Fine-free Return Rates

ED Willson shared a report that showed that return rates have slowed minimally in the last year. It was recommended that staff continue to track this data and that a report be shared quarterly with the BOLT regarding return rates now that the library is fine-free.

FY20 Budget

ED Willson shared the FY20 revenue and expenditure reports electronically.

FY21 Budget

Jennifer Moreland relayed that the Calvert County Board of County Commissioners (BOCC) have requested a stripped down Staff Recommended Budget. It is looking like no requests for new staffing, new programs or projects for FY21 will be approved. She did relay that Step and COLA increases for employees are still part of the FY21 budget as is a 27th pay period which occurs every eleven years.

Ms. Moreland brought fully signed Memorandum of Agreement between Calvert Library and Calvert County Government Department Heads.

Twin Beaches project update

ED Willson stated that a planning design meeting will be held on March 4. Details will be forthcoming; the BOLT is invited to participate.

Action Items

Action Items	Responsible Party	Due Date	Complete?
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Compensation Study – working group	Willson, Crupi	July 2020	No – slated to begin work in April
Return rate – quarterly report	Willson	June 2020	
Naming and Gift Policy	At Lee, Crupi, Grahame, Willson	tbd	

Reports

Friends of the Library

Ms. Grahame noted that the Friends of the Library have a membership renewal phase underway now. Membership renewals can be accepted on the Friends web site. The Friends held a very successful and well-attended Annual Meeting, Wed. February 12.

SMRLA

Mr. Crupi attended the latest SMRLA meeting. He shared that Sharan Marshall, CEO of the Southern Maryland Regional Library Association (SMRLA) will be retiring in April. The hiring announcement should be up soon. A committee has been formed for the search; Ms. Grahame is serving.

Foundation

Mr. Crupi noted there will be no Road Rally this year. They are planning an awards banquet and dinner. Meeting is tomorrow at 7pm in Prince Frederick.

Announcements/Other

February 26-29 Public Library Association Conference in Nashville

February 27 Southern MD Delegation Legislative reception in Annapolis

March 4 – Twin Beaches Design meeting 12-1:00 North Beach Town Hall

March 4 Jason Reynolds 6:30pm at Calvert High

March 24 Staff Recommended Budget Hearing BOCC

May 4-6 MLA Conference at Hyatt Regency in Cambridge, MD

There was no public comment.

Adjournment

President McHugh adjourned the meeting at 5:03pm.

Next Meeting

The next meeting will be on Tuesday, March 17 at 4pm at Calvert Library Twin Beaches Branch

Respectfully submitted,

Beverly Izzi