

**Board of Library Trustees  
March 17, 2020 at 4:00 pm  
Via Blackboard Connect online  
Minutes**

**Meeting held virtually:**

**Via Blackboard:**

Kip At Lee, Secretary  
Jeffrey Lewis  
Ron Crupi  
Carrie Willson, Executive Director  
Beverly Izzi, Recorder

**Via Phone:**

Carolyn McHugh, President  
Delores Brown  
Martha Grahame  
Catherine Grasso, Vice President  
Lisa Railey, Calvert Library LATI Student

**Call to Order:**

Meeting called to order at 4:16pm by President McHugh. She welcomed Lisa Railey, Calvert Library – current Library Associate Training Institute (LATI) student.

**Approval of the Agenda**

Agenda approved.

**Minutes**

Ms. Grahame made a motion to approve the minutes from the February 18, 2020 Board of Library Trustees (BOLT), the motion was seconded by Mr. Lewis and unanimously approved.

**President's Report**

President McHugh shared that she attended meeting with the Twin Beaches design team along with ED Willson, several other board members, the Twin Beaches Staff, and town officials and staff.

On Feb 24, she and VP Grasso met with Carrie for a Director and President meeting which was helpful. They discussed when agendas should be sent separate from when board materials for BOLT meetings are sent. The meeting room use by a group was discussed noting that there were no significant inquiries. There was discussion about the amount of time the ED dedicates to national and state boards and how much time the new library and the implementation of strategic plan will take. The President had the ED list the amount of time this took for out-of-county meetings in 2018. President McHugh indicated that 60 days were spent out of the office, 420 work hours. Though these commitments raise the Library throughout the country, none of those hours were spent directing Calvert Library. The President noted that Willson's term on the PLA

board and chairing the MLA Legislative Panel both end soon. This was days before the pandemic and she noted how a single situation can eat up time.

The President and VP also discussed the Business Manager position with ED Willson and they have a possible strategy for moving that position forward. That was a good segue into Unfinished Business.

President asked for comments and questions. There were none.

## **Unfinished Business**

### **New Staffing Request – Business Manager**

ED Willson stated that at this point the March 24 Staff Recommended Budget hearing with the Board of County Commissioners (BOCC) would be held at Harriet E. Brown Community Center at 7:00pm and the public is asked to attend via Facebook Live stream. As noted at last month's meeting, the Business Manager position is not in the Calvert County Government's staff Recommended budget.

ED Willson suggested to President McHugh and VP Grasso at their March 24 meeting that the library might be able to put the FY20 and FY21 per-capita increases from the State of MD together to create at least a partial position for the Business Manager needs. President McHugh had asked Willson to put together numbers for a 21-hour and 28-hour position. Willson noted that a 21-hour position might be possible, but a 28 hour position exceeded the available funding. Further she stated that, per McHugh's request, she would bring more information to the BOLT including a proposed job description.

## **New Business**

### **Pandemic Response**

BOLT discussed pandemic and Calvert Library response.

ED Willson noted that at this point Calvert Library will reopen March 30<sup>th</sup> but that that decision will be re-evaluated. She is monitoring information and guidelines from the MD Governor's Office, state and local health departments, and the Centers for Disease Control (CDC) as well as other sources.

She shared that the Management Team has been working on plans for library service and staff telework in which each staff member would have a plan to work from. The management team is meeting daily on Blackboard. Willson stated that much planning has already been done about projects and tasks that can be accomplished remotely.

After much discussion, Mr. At Lee moved to authorize the Executive Director to approve Administrative Leave for employees as necessary for up to two weeks from this date, on behalf of the BOLT, and that during that time the Executive Director is to ensure that as many people as possible are transitioned to a work status, using a liberal interpretation of Telework. These matters will be reviewed by the BOLT and modified as necessary by the end of the two-week period.

Mr. Crupi seconded the motion. Motion passed unanimously.

President McHugh noted that the work is to be measurable and quantifiable.

BOLT noted that an employee that is diagnosed with Novel Covid-19 during that 2 week period, their duty is to care for themselves. Self-containment is a benefit to the library. Staff should keep documentation if this occurs and such illness would be covered by administrative leave.

A special meeting will be convened on March 26 so that the ED can share the libraries plans for telework with the BOLT.

President McHugh asked if it was possible to forward phone calls or answer calls in some way. ED Willson assured her that this was on the list of things being investigated.

### **Director's Report**

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

ED Willson had nothing to add at this time. She noted that there will be impacts to the Library's revenue due to the pandemic, since faxes, copies, lost book payments and passports will not occur during this time. She noted that there may also be additional challenges due to the pandemic, for example, additional funds may be needed to increase the number/amount of data for hotspots.

#### **FY20 Budget**

There were no questions at this time. Willson noted that funds earmarked for print materials may need to be transferred to digital materials.

#### **Twin Beaches project update**

ED Willson stated that the April 15 Twin Beaches planning meeting may need to be rescheduled.

### **Action Items**

<b>Action Items</b>	<b>Responsible Party</b>	<b>Due Date</b>	<b>Complete?</b>
Compensation Study – working group	Willson, Crupi	July 2020	Slated to begin work in April
Naming and Gift Policy	At Lee, Grahame, Crupi, Willson	TBD	
Return Rates	Willson	quarterly	
Business Manager position – description and strategy for using State per-capita funds to pay for the position	Willson	April BOLT meeting	

### **Reports**

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

Ms. Grahame noted that the Friends of the Library postponed the Pub Quiz scheduled for March 13 due to the pandemic. This event will be rescheduled.

### **SMRLA**

Mr. Crupi noted that SMRLA closed due to the pandemic. The Annual Meeting and SMRLA board meeting were held. Election of officers occurred, same officers were reelected. They reviewed financial reports. An agreement is being developed with the county and the state to denote who will maintain certain parts of the building. A draft budget for FY21 was reviewed and search for new CEO is ongoing.

### **Foundation**

Mr. Crupi noted there will be meeting tomorrow of the Foundation. This meeting will probably be virtual. The Foundation is planning an awards dinner.

### **Announcements/Other**

April 15, Community Input meeting for Twin Beaches Design – 7:00pm North Beach Town Hall  
April 21, BOCC proclamation for National Library Week, 10:00 Commissioner’s Hearing Room  
~~May 4-6 MLA Conference at Hyatt Regency in Cambridge, MD~~ Postponed until October 19-21  
April 28 MD Primary moved to June 2.

Encourage everyone to fill out the Census 2020.

### **Adjournment**

President McHugh adjourned the meeting at 5:13pm.

### **Next Meeting**

The next meeting will be held virtually on March 26 – time and location TBD.

Following that, the next meeting is scheduled for Tuesday, April 21 at 4pm at Calvert Library  
Prince Frederick

Respectfully submitted,

Beverly Izzi