

**Calvert Library Board of Trustees**  
**May 19, 2020 at 4:00 pm**  
**Meeting via Zoom**  
**Minutes**

**Meeting held virtually:**

**Via Zoom:**

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

**Call to Order:**

Meeting called to order at 4:03pm by President McHugh.

**Minutes**

Mr. Lewis made a motion to approve the minutes from the April 21, 2020 Board of Library Trustees (BOLT) meeting. Ms. Grahame seconded the motion. Motion passed unanimously.

**President's Report**

President McHugh welcomed all to the meeting.

**Unfinished Business**

**Gifting and Naming Policy**

Trustee guidelines for the Library Foundation's Gift and Investment Policy Statement were sent electronically by Mr. At Lee. Principles to be used in related to the Policy were explained and discussed. Mr. At Lee moved that the BOLT adopt these proposed principles to be incorporated into a Gifts and Naming section of the Trustee Handbook. Mr. Lewis seconded the motion. Motion passed unanimously. Executive Director Willson noted that the Trustee Handbook should be made available on the library web site.

## **New Business**

### **Re-opening plans**

ED Willson discussed proposed plan for return to services in the library buildings. She noted that in addition to the online programming being presented and questions being answered via email, staff are currently using Zoom phone lines to answer phone calls. Management is currently working on the technology to enable more staff to answer customer account questions from home. They are also working to resume curbside pickup and purchasing software to allow appointments to schedule curbside pickups. The library will follow guidance from Dr. Polsky, Calvert County's Health Officer as well as directives from Governor Hogan.

Stage 1 – Management team returns to locations and establishes where to quarantine materials in preparation for opening book drops. Protective equipment and supplies acquired. (Possibly June 4)

Stage 2 - More staff return to locations and book drops open (Possibly June 8)

Stage 3 - Curbside pickup reinstated (Possibly June 16)

Stage 4 - Curbside pickup continues, public has limited use of building to pick up materials, computer appointments, and passport appointments. Limited hours (TBD)

Stage 5 – Full service model and hours

Mr. At Lee stated that he would like to see a “what if” for each section of the re-opening plan and that the plan should be reviewed by an attorney. If the County Attorney's office cannot provide this assistance, one of the firms on retainer to the BOLT will be asked. ED Willson indicated that the management team had been discussing the “what ifs” for customers and staff and drafting positive communication strategies for each stage of the plan. ED Willson noted that, so far, the library is planning to accommodate staff who are high-risk by assigning them roles like answering Zoom phones from home. It was reiterated that any requests for accommodation will be routed through the Executive Director to the BOLT.

### **Director's Report**

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

ED Willson shared that there are no FY20 cuts to library funding at the State level. The next two weeks should yield additional information from the Board of Public Works about FY21 cuts to the state budget. Per capita funding could be at risk. The Southern Maryland Regional Library Association (SMRLA) which supports Calvert, Charles and St. Mary's County libraries is funded entirely by state dollars. Thus, potential cuts to the SMRLA budget will effect Calvert Library. She noted the budget crisis is real and not good.

She is working on the Capital Grant for the future Twin Beaches building project, this will be submitted on Friday, she is asking for \$2,000,000 for construction in FT22.

ED Willson shared that 40 additional hot spots have been ordered purchased with grant money from the Governor's Office for Rural Broadband. Due to demand they are currently on backordered.

The Institute for Museums and Library Services (IMLS) received CARES Act funding and this distributed through SMRLA. Calvert will receive just under \$19, 000. The funds are available

from April 21, 2020 through September 2021. Plans are being made on how to spend those dollars. The library also has access to CARES Act funding through Calvert County Government which is covering things like additional laptops, Plexiglas sneeze guards for service desks, sanitization supplies and personal protective equipment.

**FY20 Budget**

ED Willson noted that money is being spent out to finalize FY20 budgets.

**FY21 Budget**

ED Willson shared that the Calvert County Board of County Commissioners (BOCC) has made no additional cuts to the FY21 Budget at this point.

**Action Items**

Action Items	Responsible Party	Due Date	Complete?
Compensation Study – working group	Willson, Crupi	TBD	The committee will meet before the June meeting to decide whether this process should move forward given current economic realities.
Return Rates	Willson	Currently n/a	

**Reports**

**Friends of the Library**

Ms. Grahame shared that the Friends of the Library met by Zoom last week. Hilke Hoefler, member of the Friends Board and the Quilting Guild, is making 2 masks for every member of the staff. The Friends voted to fund a gift card for staff as a thank you for the extraordinary effort they have put in to pivoting from in-person to virtual service. The gift cards will be to a selection of local businesses. The Friends will have another Zoom meeting in June.

**SMRLA**

Mr. Crupi attended the SMRLA Zoom meeting. The SMRLA Board is working on the interview process for the new SMRLA Chief Executive Officer (CEO). They hope to finalize the process in 30-60 days.

**Foundation**

Mr. Crupi shared that the Foundation continues to plan an awards dinner and silent auction for October 24<sup>th</sup>.

**Announcements/Other**

October 19-21 MLA Conference at Hyatt Regency in Cambridge, MD

**Next Meeting**

The next meeting will be on Tuesday, June 2 at 4pm location TBD

**Public Comment**

There was not public comment.

**Adjournment**

President McHugh adjourned the meeting at 5:10pm.

Respectfully submitted,

Beverly Izzi