

**Board of Library Trustees  
June 4, 2020 at 4:00 pm  
Calvert Library 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 & Welcome Guests:**

Meeting called to order at 4:06pm by Vice President Grasso who welcomed members of staff and the public who were in attendance.

**Approval of the Agenda**

Mr. At Lee made a motion to accept the agenda as distributed. Ms. Brown seconded the motion. Motion passed unanimously.

**Minutes**

The Board of Library Trustees (BOLT) deferred approval of the May 19, 2020 minutes until June 16, the next regularly scheduled meeting.

**President's Report**

President McHugh had nothing to report at this time.

**Unfinished Business**

**Re-opening plans**

**Phase-in of Services**

**Gradual Return of Staff**

**Timeline Towards Full Services**

Mr. At Lee made a motion for adoption the *Covid-19 Reopening Plan draft Calvert Library\_CW\_8 4 June 2020* to include PPE Training Acknowledgement and COVID 19 Self-Certification Questionnaire and COVID-19 Workplace Protocol documents as provided to the BOLT on 3 June 2020, contingent upon receipt of positive legal review. Motion seconded by Ms. Brown. After some discussion, motion passed. President McHugh abstained.

ED Willson noted that Governor Hogan is moving to the State of Maryland to Stage 2 tomorrow at 5:00pm and that libraries around the state have either already begun curbside or are on a similar schedule to Calvert Library.

### **New Business**

#### **End of Year Spending**

ED Willson shared that most funds will be spent by the end of the fiscal year. She expects to leave less than 1% unspent.

Ms. Brown made a motion to allow monies first earmarked for comfortable seating for Calvert Library Prince Frederick in the 31100 Furniture and Office Equipment account be moved to reconfigure the PF circulation desk to better accommodate social distancing. Mr. Lewis seconded the motion. Motion passed. President McHugh abstained.

ED Willson noted that a portion of the CARES Act money Calvert Library has received via the State Library will be used, in partnership with Charles and St. Mary's county libraires, to purchase the Communico Engage app. This will give the Library functionality for customers to check out materials to themselves on their mobile devices. Mr. Crupi made motion to approve the purchase of the Engage Communico app. Ms. Grahame seconded the motion. Motion passed. President McHugh abstained.

### **Reports**

Mr. Crupi updated the BOLT on the selection of CEO for the Southern Maryland Regional Library Association (SMRLA). He shared that after the final round of interviews, the SMRLA board could not agree on a final selection. They will reopen the search. They hope to have the position filled by fall.

### **Next Meeting**

The next meeting will be on Tuesday, June 16 at 4pm via Zoom

### **Public Comment**

There was not public comment.

### **Adjournment**

President McHugh adjourned the meeting at 4:41pm.

Respectfully submitted,

Beverly Izzi