

**Board of Library Trustees
April 21, 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

Jessie Bauer, Calvert Library LATI Student
Tori George, Calvert Library LATI Student
Tonia Williams, Calvert Library LATI Student
Lisa Wieland, Mobile Services Librarian

Call to Order:

Meeting called to order at 4:06pm by President McHugh. She welcomed Tonia Williams, Jessie Bauer, Tori George; Calvert Library – current Library Associate Training Institute (LATI) students and Lisa Wieland – Calvert Library Mobile Services Librarian

Approval of the Agenda

Mr. Crupi made a motion to accept the agenda as written. Ms. Grahame seconded the motion. Motion passed unanimously.

Minutes

Ms. Grahame made a motion to approve the minutes with corrections from the March 26, 2020 Board of Library Trustees (BOLT) meeting. Mr. Lewis seconded the motion. Motion passed unanimously.

President's Report

President McHugh shared that she attended the Design Group meeting for the new Twin Beaches branch and found it both informative and entertaining. She found the HBM Architects' Design Team responsive to ideas and comments. She shared that after review of comments and ideas from the library's design team, of which she is a member, HBM came back with a completely new plan.

President McHugh reported that she had spoken to County Administrator Mark Willis and Gretchen Hardesty the Governor's rep in Southern Maryland to inquire about the plans for reopening libraries. They did not have any information for her at this time.

Unfinished Business

Pandemic Response

ED Willson noted there is not yet any national guidance for reopening libraries, but it is being worked on at Calvert Library and across the state/country. ALA and PLA are working on a framework for guidance for libraries as is the Urban Library Council. ED Willson stated that the library was actively working on the details of each stage of returning to full service. The initial stage will not commence until the Governor gives the all-clear for non-essential businesses to return to some level of service. Considerations center on a safe environment for the public and the staff. ED Willson shared that all of Calvert Library's summer programming will be virtual. The BOLT expressed general support of and asked that there be consideration that permits staff in high-risk categories to continue to work from home when feasible, even after most staff are able to return to work.

It was noted that schools, at this time, have a reopen date of May 15.

Mr. At Lee made a motion that Calvert Library set its target date to reopen congruent with the Maryland State Department of Education date for reopening schools subject to re-evaluation as appropriate. Mr. Lewis seconded the motion. Motion passed unanimously.

ED Willson stated that there is a limit to how much annual leave staff may rollover into the subsequent fiscal year. In consideration of the unusual circumstances as this fiscal year draws to a close, she asked the BOLT if they would like to mirror the policy of SMRLA and extend the time they have to use annual leave in excess of the rollover amount through FY21. After some discussion, Ms. Grahame made a motion to extend the period of time staff have to use FY20 vacation leave until the end of FY21. Mr. Lewis seconded the motion. Motion passed unanimously.

FY20-24 Strategic Plan

The BOLT discussed the proposed FY20-24 Strategic Plan.

Ms. Graham made a motion to adopt the FY21-24 Strategic Plan and its cover letter with brief amendments to the introductory letter and moving a bullet to the end of the list in the first strategy. Mr. Crupi seconded the motion. Motion passed unanimously.

New Business

No new business at this time.

Director's Report

Director's preliminary written report

ED Willson added that now that the new strategic plan has been approved, SMART goals will be added to it.

She shared an update on the new Mobile Library. Even though work has slowed at the factory things are moving forward for planning interiors and finishes for the vehicle.

ED Willson is preparing for the virtual Twin Beaches public input meetings tomorrow. She also noted that the Capital Grant application is coming along nicely. At the request of a board member, ED Willson stated that she would share the new schematic design for Twin Beaches with the BOLT when it is available.

ED Willson shared that the number of digital users of Calvert Library are growing by leaps and bounds. There was a 50% open rate of latest e-newsletter.

ED Willson shared that the Calvert County Board of County Commissioners (BOCC) are actively working on expanding the number households able to connect to broad band.

FY20 Budget

The libraries revenue from passports, faxes and copies has, necessarily, come to a halt. A BOLT member discussed strategies for continuing Passport services even while closed and ED Willson made note of the suggestions and will follow-up.

Action Items

Action Items	Responsible Party	Due Date	Complete?
Compensation Study – working group	Willson, Crupi	July 2020	Initially slated to begin work in April - delayed
Naming and Gift Policy	At Lee, Grahame, Crupi, Willson	May 202	In progress – draft shared with BOLT 4-21-20
Return Rates	Willson	quarterly	

Mr. At Lee noted that an email had been sent regarding the Naming and Gift Policy. BOLT members are requested to send any questions and concerns regarding this to the committee (At Lee, Crupi, Grahame and Willson). The policy will be discussed in detail at the next meeting.

Reports

Friends of the Library

Nothing new at this time.

SMRLA (Southern Maryland Regional Library Association)

Mr. Crupi noted that this is Sharan Marshall’s last week before retiring as the SMRLA CEO. The deadline to apply for the CEO position has been extended.

Foundation

Mr. Crupi shared that the Foundation is planning an awards dinner and silent auction for October 24th.

Announcements/Other

April 22, Community Input meeting for Twin Beaches Design – 2:00 pm and 7:00pm via Zoom
– registration required

Adjournment

President McHugh adjourned the meeting at 4:58pm.

Next Meeting

The next meeting will be on Tuesday, May 19 at 4pm location TBD

Respectfully submitted,

Beverly Izzi