

**Board of Library Trustees
Special Meeting
June 16, 2020 at 4:00 pm
Online via ZOOM
Minutes**

Present:

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 4:06pm by President McHugh.

Approval of the Agenda

Mr. At Lee asked that the Trustee Handbook Gift Acceptance and Naming Policy from the May 2020 Board of Library Trustee (BOLT) meeting be added under Unfinished Business.

Minutes

Mr. Lewis made a motion to approve the minutes from the May 19, 2020 Board of Library Trustees (BOLT) meeting and the June 04, 2020 Special BOLT meeting as disseminated. Ms. Grahame seconded the motion. Motion passed unanimously.

President's Report

President McHugh had nothing to report at this time.

Unfinished Business

Trustee Handbook - Gift Acceptance and Naming Policy

Mr. At Lee provided his draft of the Trustee Handbook format for the Gift Acceptance and Naming Policy with the BOLT electronically on 6-16 at 12:06, and discussed two areas of clarification that were made to the policy language

Ms. Grahame moved to adopt the Gift Acceptance and Naming Policy as Part 3 of the BOLT Handbook as amended. Mr. Lewis seconded the motion. Motion passed unanimously.

New Business

Social Media Policy draft

Executive Director (ED) Willson discussed the draft of a proposed Social Media Policy that had been sent out with the BOLT packet. Mr. At Lee suggested a change to the first bullet regarding

discrimination proposing it be the same list of protected classes used by the American Library Association (ALA).

Mr. Crupi made a motion to accept the policy with proposed amendment. Mr. Lewis seconded the motion. Motion passed unanimously. The policy will be posted on the library web site under policies and on the Library's Facebook page under About Us.

Workplace Protocol revision request – staff breakrooms

ED Willson, citing approval from Dr. Polsky, the County Health Officer, proposed a change to the Workplace Protocol document which would allow staff to use the refrigerators and microwaves in the breakrooms. To aid in safe use, ED Willson drafted a checklist of cleaning and safety guidelines which had been reviewed and approved by Dr. Polsky.

Mr. At Lee made a motion to accept this revision. Ms. Grahame seconded the motion. Motion passed unanimously.

Director's Report

Director's preliminary written report

ED Willson shared that Calvert Library staff had the first in a series of conversations regarding race attended by 44 staff. It was a difficult but positive experience and these conversations will be ongoing.

ED Willson noted that per Irene Padilla, the Maryland State Librarian, had emailed the figures for the FY21 per capita increase earlier in the afternoon. Excellent news that state library funding was not cut.

ED Willson noted that supplies are in place for starting Curbside pickup which is beginning Monday, June 22.

FY20 Budget

ED Willson noted that some spending is down due to the pandemic; fewer expenses in conferences and training, gas, programming, etc. Notwithstanding the pandemic, she expects the overall spend for operations to be under 1% of that budget by the end of the fiscal year.

Ms. Brown moved to accept the report. Mr. Lewis seconded the motion. Motion passed unanimously.

Action Items

Action Items from prior meetings	Responsible Party	Due Date	Complete?
Compensation Study	Willson, Crupi	On hold	deferred
Return Rates	Willson	quarterly	n/a
Stage 4-5 Re-opening plan	Willson	7-7-20	In progress

Reports

Friends of the Library

Ms. Grahame noted that the Friends of the Library held an online Zoom meeting last Thursday. She shared that the Friends agreed to fund the last portion of the Bookmobile for \$24,000.

SMRLA

Mr. Crupi shared that Southern Maryland Regional Library Association (SMRLA) Board has had a few more meetings regarding the Chief Executive Officer (CEO) position for SRMLA via Zoom. They reviewed the financials, discussed a new sick leave policy, board recruitment issues and re-advertising for the new CEO position. He noted that SMRLA operations are all on track under the acting CEO.

Foundation

Mr. Crupi stated that the next Foundation meeting will be June 17 at 7pm via Zoom. They are working on planning for an October Awards dinner and silent auction.

Public Comment

Pat Hofmann asked to speak. She commented on the positive news about the state budget. She also stated that she has not seen a statement, or web banner containing a statement by the library about racism. If this has been done already she thanks the BOLT, if not she encourages them to do so. She has seen a banner put out by ALA stating, "Libraries stand against racism. Anywhere. Everywhere."

President McHugh stated that she had been in conversation with the Executive Director and the BOLT will deal with it.

Adjournment

President McHugh adjourned the meeting at 4:37pm.

Next Meeting

The next meeting will be on Tuesday, July 07, 2020 at 4pm via Zoom

Respectfully submitted,

Beverly Izzi