

**Board of Library Trustees
Special Meeting
September 15, 2020 at 4:00 pm
Online via ZOOM
Minutes**

Present:

Carolyn McHugh, President
Ron Crupi
Kip At Lee, Secretary
Martha Grahame
Jeffrey Lewis
Carrie Willson, Executive Director
Beverly Izzi, Recorder

Absent:

Catherine Grasso, Vice President
Delores Brown

Call to Order:

Meeting called to order at 4:00pm by President McHugh.

Approval of the Agenda

Mr. Crupi moved to approve the agenda for the Board of Library Trustee (BOLT) September 15, 2020 meeting as distributed. Mr. Lewis seconded the motion. Motion passed unanimously.

Minutes

President McHugh offered language regarding the email vote to amend the Equality Statement for clarity. Ms. Grahame made a motion to approve the minutes from the August 18, 2020 Board of Library Trustees (BOLT) meeting as amended. Mr. Crupi seconded the motion. Motion passed unanimously.

President's Report

President McHugh had nothing to report at this time.

Unfinished Business

No unfinished business at this time.

New Business

Approval of 2021 Holiday Schedule

Executive Director (ED) Willson shared a draft proposal of the 2021 holiday schedule. The library will follow the federal practice regarding holidays that fall on Saturday and Sunday.

Mr. At Lee made a motion to approve the 2021 holiday schedule as proposed. Mr. Lewis seconded the motion. Motion passed unanimously.

Director’s preliminary written report

Executive Director (ED) Willson reported that chiller (HVAC system component) needs to be replaced in Prince Frederick. FY20 capital funds set aside for carpet replacement will be used to replace this immediately. An additional FY22 request for carpet replacement funds will be submitted to the County.

ED Willson shared that things continue to go well with re-opening. Mr. At Lee stated that he had read through the Governor’s Order for Stage 3 Reopening; nothing has changed in regards to the indoor mask requirement and all law enforcement authorities will enforce this order.

ED Willson also shared that the number of customers continues to be low. At this point, more people come in to browse as opposed to using computers. There have been requests for people to use their own devices at tables and the library is working on guidelines for that.

FY20 Budget – end-of-year not available yet

ED Willson noted that end-of-year FY20 budget final numbers have not been finalized yet by the County.

FY21 Budget

ED Willson shared FY21 Budget electronically with the BOLT. Spending is on track.

Action Items

Action Items from prior meetings	Responsible Party	Due Date	Complete?
Compensation Study – Prep work	Willson, Crupi	Nov 2020	
Return Rates	Willson	quarterly	n/a until post-pandemic
Stage 5 Re-opening plan	Willson	TBD	n/a

Reports

Friends of the Library

Ms. Grahame noted that the Friends of Calvert are meeting tomorrow night on Zoom. The Friends received \$46 from re-usable bag sales at Giant in August. President McHugh stated that she did not need any more bags, but would donate \$15 to the Friends to represent the bags she already has! ED Willson pledged to do the same.

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. Finalists were interviewed via Zoom at the end of August and a decision was made. An announcement, coordinated with the new CEO’s current Board, should be coming soon.

President McHugh asked ED Willson to invite the new CEO to an upcoming BOLT meeting.

Foundation

Mr. Crupi reported that the Foundation has been very busy. The Foundation is asking Trustees to participate in the Calvert Library Foundation Auction by donating 10 items each with a minimum value of \$100. They would like these items by October 9 at the latest. Chesapeake Auction House will host the auction live online October 25.

Mr. Crupi also shared that on October 24, honorees Bernie Fowler and Pat Hofmann will each be given the Foundation Award. These awards will be presented to them at Calvert Library Prince Frederick.

The Foundation will participate again this year in the Combined Federal Campaign (CFC). Retirees may contribute to this as well.

Mr. Crupi will send more information regarding all of these Foundation updates via email by the end of the week.

Announcements/Other

Mr. At Lee gave praise to Robyn Truslow for her role in the Big Conversation on Health (In)Equity on Sunday, September 13. Robyn hosted the event on Zoom and the seamless movement from a large group of over 200 participants to small breakout groups and back to the main room was amazing.

One Maryland One Book – Author Event October 6 at 7:00 via Zoom

Per Robyn Truslow, Calvert Library Public Relations Coordinator, it is likely that Yun Jung Yang, Maryland Commission for Women President will interview Lisa See, the author of this year's One Maryland One Book, *The Island of Sea Women*. Ms. Yang is Korean-American and an attorney.

October 17 - Citizens for Maryland Libraries annual meeting featuring Dr. Carla Hayden, Librarian of Congress. An invite has been sent and ED Willson will share it again via email.

Public Comment

No public comment at this time.

Adjournment

President McHugh adjourned the meeting at 4:31pm.

Next Meeting

The next meeting will be on Tuesday, October 13, 2020 at 4pm via Zoom

Respectfully submitted,

Beverly Izzi