

**Board of Library Trustees
Special Meeting
October 13, 2020 at 4:00 pm
Online via ZOOM
Minutes**

Present:

Catherine Grasso, Vice President and Chair
Delores Brown
Martha Grahame

Kip At Lee, Secretary
Ron Crupi
Jeffrey Lewis

Absent:

Carolyn McHugh, President

Call to Order:

Meeting called to order at 4:05 pm by Vice President Grasso.

Approval of the Agenda

The Agenda was approved as announced.

New Business

The Agenda made available to the public indicated the primary purpose of the public meeting was to consider adjournment to a Closed Executive Session to consider "Personnel Matters [3-305(b)(1) Board will discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee or official over whom it has jurisdiction." Motion was made by Ms. Grahame, seconded by Mr. Crupi to adjourn to closed session for that purpose. It passed unanimously and the public meeting was adjourned for that purpose at 4:10.

The BOLT was reconvened at 5:10, returning from closed session. It was affirmed by the full Board that the action of the BOLT regarding the personnel matter was by unanimous vote of those indicated above as present, that the minutes of the closed session (now attached to these minutes) would reflect those actions, and that President McHugh, having announced her withdrawal as a candidate for the open Trustee position and taken no part in that selection would, as President, provide to the Board of County Commissioners a letter informing them of the selected candidate as well as her withdrawal. (That letter now being attached to these minutes.)

Announcements

The announcements were as noted in the Agenda.

There being no further business to come before the BOLT, following motion and second the BOLT was adjourned by unanimous vote.

Respectfully Submitted.



W. Kipling At Lee, Jr.
Trustee and Secretary

Board of Library Trustees
October 13, 2020
Calvert Library Prince Frederick
Minutes of a Closed Meeting

Present:

Catherine Grasso, Vice President and Chair
Kip At Lee, Secretary
Delores Brown
Martha Grahame
Jeffrey Lewis
Ron Crupi

Call to Order

A Board of Library Trustees (BOLT) Closed Meeting for an Executive Session was called to order at 4:07 PM by the Chair, Ms. Catherine Grasso. Prior notice had been given to the public that the Board anticipated going into closed session to consider Personnel Matters [3-305(b)(1)] Board will discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction and by unanimous vote did so. (See minutes of the Public Meeting.)

The Chair advised that the Board would be considering applications for a position of importance to the Board. The Board discussed whether appropriate public notice, consistent with law and the Board of Trustees Handbook, had been provided and by unanimous vote determined that it had. The Board met with all individuals who had applied, interviewing all applicants before the Board. After scoring and discussion, the Board unanimously determined the best qualified applicant, and that this applicant was fully qualified for the position. The Chair will ensure that appropriate measures are taken to give effect to this selection.

On the motion of Ms. Grahame and the second of Mr. Crupi, the Board voted unanimously to adjourn from closed session to reconvene in public session and did so at 5:07 PM.

Respectfully submitted,



W. Kipling At Lee, Jr.
Trustee and Secretary

MEMO

To: Board of County Commissioners

From: Carolyn McHugh
President, Board of Library Trustees

Re: Nomination to Fill Trustee Position

Date: October 14, 2020

There is one opening on the Board of Library Trustees (BOLT) due to term expiration.

Applications from two candidates were received. One of the applications was from me, Carolyn McHugh, President. Since I was an applicant and knew there could be other applicants, I immediately recused myself from the interview process and turned the Candidate Interview process over to the Vice-President. However, prior to the beginning of the scheduled interviews, I notified the Vice-President I was withdrawing my application, and subsequently also informed my fellow Trustees of such.

Although I was then not a candidate and could have participated in the interview of the remaining candidate, Mr. Wilson Parran, I continued my recusal and did not participate in that interview. Following Mr. Wilson's interview, I received confirmation of the Trustee's decision. On behalf of the Board of Trustees of the Calvert Library, I am pleased to forward their recommendation that Wilson Parran be appointed to serve a five-year term on the Board of Library Trustees.

Thank you for your continued support of the Calvert Library.

Respectfully,

Carolyn McHugh, President