

**Board of Library Trustees
November 17, 2020 at 4:00 pm
Online via ZOOM
Minutes**

Present:

Carolyn McHugh, President
Catherine Grasso, Vice President
Ron Crupi
Delores Brown
Ron Crupi
Martha Grahame
Jeffrey Lewis
Carrie Willson, Executive Director
Beverly Izzi, Recorder

Absent:

Kip At Lee, Secretary

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) November 17, 2020 meeting as distributed. Mr. Lewis seconded the motion. Motion passed unanimously.

Minutes

Ms. Grahame made a motion to approve the minutes from the September 15, 2020 Board of Library Trustees (BOLT) meeting. 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

Welcome Ashely Teagle

President McHugh welcomed Ashely Teagle, the newly appointed Chief Executive Officer (CEO) of the Southern Maryland Regional Library Association (SMRLA). Ms. Teagle introduced herself and expressed her enthusiasm about returning to Southern Maryland and getting to know Calvert Library as she works in her new role to support the three county libraries of Southern MD.

Draft Operating Budget

Executive Director (ED) Willson shared the Draft Operating Budget electronically. ED Willson stated that the budget is essentially flat with a few minor changes from the FY19 budget.

Mr. Lewis made a motion to accept the FY22 Draft Operating Budget as submitted. Motion seconded by Mr. Crupi. Motion passed unanimously.

Salary Study Report

Mr. Crupi shared that Calvert Library used consulting company FiveL to do a data mining salary study. This study compared the job descriptions of Calvert Library staff to a nationwide database and pulled in salary based on Standard Industry Codes (SIC) nationally. He noted that there were not a lot of disparities. Recommended changes were discussed.

The study found that Public Service Librarians are in line with current positions elsewhere.

President McHugh stated that she did not find this part of the study valuable, and noted that the Public Service librarians work is undervalued when it comes to pay. The BOLT will continue to study this specific issue further.

Item 1 –Ms. Graham made a motion to increase the grade of the Assistant Branch Managers from 22 to 23. Mr. Lewis seconded the motion. Motion passed unanimously.

Item 2 – Mr. Lewis made a motion to restructure the IT Department to create a Network Supervisor position in grade 26 using the existing Network Tech opening. Mr. Crupi seconded the motion. Motion passed unanimously.

Item 3 – Mr. Lewis made a motion to increase the grade of Branch Managers from grade 23/24 to 24/25 (depending on MLS) to reduce overlap between positions. Ms. Graham seconded the motion. Motion passed unanimously.

Item 4 –Mr. Lewis made a motion to create a grade 23 Supervisor position for the expanded Mobile Services department. Mr. Crupi seconded the motion. Motion passed unanimously.

The rest of the recommendations were tabled for future consideration.

Director's Report

Director's preliminary written report

ED Willson noted that Governor Hogan's latest press conference stated that retail should be open at no more than 50% capacity. She stated that Calvert Library is operating at well below that limit. She stated that the next step will be to further limit capacity or computer time if the need should arise due to increased positivity numbers. At this time, Dr. Polsky is not recommending any changes to the library's service model.

ED Willson noted that for the Twin Beaches building project there are a few more changes such as a sink being taken out of the public meeting room (one sink still remains); the Makerspace will be smaller to create more space in children's area and not having an extended terrace on first floor that need to be made to the Design Documents before they are turned into Construction Documents.

FY20 Budget

ED Willson noted that end-of-year FY20 budget final numbers show an unspent amount of

\$26,000 if you deduct underspends in salary and benefits. Including salary and benefits the library was 3.5% under spent. These are unaudited figures.

FY21 Budget

ED Willson shared FY21 Budget electronically with the BOLT. She noted that spending is on track for the year but is investigating why there have not been any banking charges in FY21.

Action Items

Action Items from prior meetings	Responsible Party	Due Date	Complete?
Compensation Study	Willson, Crupi	Nov 2020	Complete
Return Rates	Willson	quarterly	n/a until post-pandemic
Stage 5 Re-opening plan	Willson	TBD	n/a
Salary Study – front-line staff	Willson	July 2021	n/a

Reports

Friends of the Library

Ms. Grahame noted that the Friends of Calvert are meeting tomorrow night on Zoom. The Friends will be working on ideas for a safe book sale.

SMRLA

Mr. Crupi shared that SMRLA Board has had its first meeting with CEO Teagle. It was short and sweet, giving CEO Teagle time to get acclimated.

Foundation

Mr. Crupi reported that the Foundation had a very successful auction with the Chesapeake Auction House raising \$4400. The auction house very generously donated their time and did not charge the Foundation any fees which was deeply appreciated.

Announcements/Other

No announcements.

Public Comment

No public comment at this time.

Adjournment

At 4:59 pm, by consensus, meeting was adjourned to Executive Session on Tuesday November 24, 2020 at 2pm via Zoom per:

Executive Sessions – Closed to the public pursuant to Section 3-305 of the State Government Article of the Annotated Code of Maryland
-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.

Next Meeting

The next meeting will be on Tuesday, December 15, 2020 at 4pm via Zoom

Respectfully submitted,

Beverly Izzi