

**Board of Library Trustees  
December 15, 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 4:02pm by President McHugh. President McHugh welcomed the guests present and noted that it constituted a return to open session from the closed Executive Session held on November 24<sup>th</sup>, which is reported in the minutes of that date. She further note that there was no need to reconvene the Board in closed session following the November 24<sup>th</sup> meeting.

**Approval of the Agenda**

Ms. Brown moved to approve the agenda for the Board of Library Trustee (BOLT) December 15, 2020 meeting as distributed. Ms. Grahame seconded the motion. Motion passed unanimously.

**Minutes**

Mr. Crupi made a motion to approve the minutes from the October 13, 2020 BOLT meeting and Executive Session. Ms. Brown seconded the motion. Motion passed unanimously.

Mr. At Lee made a motion to approve the minutes from the November 17, 2020 BOLT meeting with revisions. Mr. Crupi seconded the motion. Motion passed unanimously.

Ms. Brown made a motion to approve the minutes from the November 24, 2020 Executive session. Mr. Crupi seconded the motion. Motion passed unanimously.

**President's Report**

President McHugh thanked everyone for their participation and service this year, including the BOLT and all the staff members.

She noted that have been 2 resignations submitted from the BOLT. Those positions will be advertised by the County and the library beginning on Wednesday, December 16, 2020 and applications will be due to the county by December 29.

## **Unfinished Business**

### **Development Officer Position**

ED Willson stated that the County is allowing the library to move forward the position request from the FY21 to the FY22 County budget request. Thus, in the County budget, she would like to request a Development Officer to support the Foundation Board, set up and manager annual appeals, recognize and cultivate donors, plan Foundation fundraising events; specifically with an eye to the Twin Beaches project. This would be a contract position; approximately \$65,000-\$85,000/year. ED Willson is researching the salary of similar, local positions. Specific target goals would be required of this position. Included in the budget request would be purchase of professional donor software.

Mr. At Lee moved that the BOLT approve the Director's request to convert the request for a salaried Business Manager to that of a contract Development Officer. Further, the motion stipulated that the position will have clear goals and expectations and that renewal of contract will be conditional on meeting those goals. Mr. Crupi seconded the motion. Motion passed unanimously.

## **New Business**

### **Close the library on Saturday, December 26 and Saturday, Jan 2?**

Executive Director (ED) Willson proposed to close the Library on Saturday, December 26 and Saturday, January 2. She noted that traditionally customer count is very low on these days and is expected to be even lower this year.

Mr. Lewis approved motion to close Calvert Library Saturday, December 26, 2020 and Saturday, January 2, 2021 with the understanding that staff will adjust their schedules to fulfill their hours that pay period. Ms. Grahame seconded the motion. Motion passed unanimously.

## **Director's Report**

### **Director's preliminary written report**

ED Willson shared that Calvert Library is partnering with Calvert County Public Schools to secure a STEM-related grant.

She noted that Dr. Michelle Folsom-Elder from the Calvert Health Department will come talk to staff on Friday about COVID-19.

Mr. Lewis shared that he likes the new circulation desk in Prince Frederick.

### **FY21 Budget – progress report**

ED Willson shared FY21 Budget electronically with the BOLT. She noted that spending is on track for the year.

## **Other**

Mr. At Lee proposed that a note of thanks be sent to staff from the BOLT for their hard work in the past year. President McHugh asked that the motion include sharing the message of thanks as a press release. Motion, as amended, was seconded by Mr. Crupi. Motion passed unanimously.

## **Action Items**

<b>Action Items from prior meetings</b>	<b>Responsible Party</b>	<b>Due Date</b>	<b>Complete?</b>
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 Library did not meet. They will meet again in January to make plans for 2021.

### **SMRLA**

Mr. Crupi shared that SMRLA Board did not meet.

### **Foundation**

Mr. Crupi reported that the Foundation will gather tonight via Zoom for holiday cheer.

### **Announcements/Other**

No announcements.

### **Public Comment**

No public comment at this time.

## **Adjournment**

President McHugh adjourned the meeting at 4:32 pm.

## **Next Meeting**

The next meeting will be on Tuesday, January 14, 2020 at 4pm via Zoom

Respectfully submitted,

Beverly Izzi