

**Board of Library Trustees
January 19, 2021 at 2:00 pm
Online via ZOOM
Minutes**

Present:

Kip At Lee, Acting President
Ron Crupi
Martha Grahame
Jeffrey Lewis
Wilson Parran
Carrie Willson, Executive Director
Beverly Izzi, Recorder

Call to Order:

Meeting called to order at 2:01pm by Acting President At Lee. Acting President At Lee welcomed everyone especially Wilson Parran who joined the Board of Library Trustee (BOLT) this month.

Approval of the Agenda

Mr. Lewis moved to approve the agenda for the BOLT's January 19, 2021 meeting. Mr. Crupi seconded the motion. Motion passed unanimously.

Minutes

Mr. Crupi made a motion to approve the minutes from the December 15, 2020 BOLT meeting with corrections. Mr. Lewis seconded the motion. Motion passed unanimously.

Acting President's Report

Acting President At Lee noted that there are two (2) vacant positions on the BOLT that need to be filled. He suggested that the election of BOLT officers be postponed until these seats are filled. Acting President At Lee stated that he does not intend to run for President or Vice President of the BOLT but is willing to continue as Secretary. Absent objection, this course was followed.

Unfinished Business

Development Officer Position

Executive Director (ED) Willson stated Board of County Commissioners (BOCC) declined to fund the Development Officer position for FY2022. ED Willson will share more information when she has it.

New Business

BOLT Representatives on SRMLA Board

ED Willson shared that Terese Wells, who is serving as Calvert's community member on the Southern Maryland Regional Library Association's (SMRLA) Board has come to the end of her first term. Ms. Grahame is serving the first year of her second term and Mr. Crupi is serving the

second year of his first term. Terms on the SMRLA Board are for 3 years. Ms. Wells had indicated to past-president McHugh that she was willing to serve a second term.

Ms. Grahame made a motion to continue the appointment of Terese Wells on the SMRLA Board as the community member. Mr. Parran seconded the motion. Motion passed unanimously.

Ms. Grahame and Mr. Crupi will continue as BOLT members on the SMRLA Board. SMRLA's bylaws allow that one of the three representatives to their Board of Directors may be a citizen of the county.

Proposed amendments to Bylaws and Trustee Handbook regarding Trustee nominations

Acting President At Lee opened discussion of proposed amendment to the Bylaws. This issue was brought forward because Executive Director Willson identified a discrepancy between the language in the Trustee Handbook regarding BOLT nominations and advertising of positions and the Bylaws. The proposal is to strike Article III, Section 2, d from the Bylaws. It states, "A nomination to fill an unexpired term will also be a nomination to fill one of two additional consecutive terms as well." Willson stated that this does not accord with County policy and At Lee added that the language in the Trustee Handbook takes care of the problem that section of the bylaws was written to address. Per the Bylaws, BOLT member will have time to review the proposal and it will be on the agenda at the next BOLT meeting for action.

Officer Election

As previously noted, officer elections will occur at a future BOLT meeting.

Director's Report

Director's preliminary written report

ED Willson shared that Lisa Wieland was named Calvert Library Mobile Services Supervisor.

Acting President At Lee asked if someone would like to take the role of BOLT representative on the Twin Beaches Design Team to replace Carolyn McHugh. Mr. Lewis will fill that position.

Current COVID procedures and plans

ED Willson noted that the Calvert County COVID-19 positivity rate is starting to come down, but that there is not yet an adequate trend for decision-making. At this time she still hopes to open to the public on January 25 but will be evaluating that decision based on positivity rates at the end of the week.

ED Willson has forwarded to Dr. Polsky at the Health Department a list of Calvert Library staff who would like to be vaccinated. ED Willson is advocating for library workers to be classified, along with educators, in group 1B. The State Library Association has made that request at the state level as well. At this point, the Health Department does not have enough information about when they will receive vaccine and how many doses will be received to offer any firm plans, but librarians will be included as soon in the process as possible while not "jumping the line."

FY21 Budget – progress report

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

ED Willson asked if there was any feedback on the annual report. There was none.

Action Items

Action Items from prior meetings	Responsible Party	Due Date	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 did not meet. She noted they will resume meeting soon.

SMRLA

Mr. Crupi shared that SMRLA Board’s corporate meeting is upcoming, a date has not been set. They have reviewed some policies that the new CEO brought before them and a new SMRLA Board webpage will be created.

Foundation

Mr. Crupi reported that the Foundation did not meet last month but will meet tonight.

Announcements/Other

Recognition of Retiring BOLT President – at resumption of public meeting on January 26 at noon.

January 28, 8:30 am– MLA Panel Discussion with Legislators – via Zoom

<https://marylandlibraries.zoom.us/j/96275201324?pwd=OGJhS3VjWXU1Y2Z0d1UybFVvaU90QT09>

Meeting ID: 962 7520 1324 Passcode: **513460**

Public Comment

No public comment at this time.

Executive Session – 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.

Acting President At Lee noted that the BOLT gave public notice of moving to closed session. Mr. Crupi moved, Mr Lewis seconded the motion. Motion passed unanimously.

Moved to closed session at 2:36pm

Executive Session will be resumed on January 26 from 10am -12pm.

Next Meeting

The next meeting will be on Tuesday, February 16, 2020 at 4pm via Zoom

Respectfully submitted,

Beverly Izzi

**Board of Library Trustees
Continuation of January 19, 2021 public meeting on January 26, 2021 at 12:00 pm
Online via ZOOM
Minutes - DRAFT**

Present:

Kip At Lee, Acting President
Ron Crupi
Martha Grahame
Jeffrey Lewis
Wilson Parran
Carrie Willson, Executive Director

Call to Order:

At 12:37, Acting President At Lee called the meeting back to order in open session.

Closed session minutes will be available. BOLT interviews went well and the minutes will reflect that a decision was made that everyone was comfortable with.

Special Presentation

Former Board President Carolyn McHugh was presented with a lovely remembrance – it looks like a wooden book and it opens to a clock and inscription honoring her service to the Library Board of Trustees.

The Board stated their deep appreciation of her many years of service and her leadership on the Board as well as her personal service to the library. Mr. At Lee said she'd, "Done us proud and led us well." Ms. McHugh expressed her good wishes to the library and its continued success.

New Business – Continued

Ms. Grahame asked that the BOLT revisit the business of officer elections. She stated that new board members would be new and wouldn't be able to make an informed decision so she asked that the board handle that matter now. Ms. Grahame moved that the BOLT proceed to election of

board members. Mr. Lewis seconded. Discussion commenced. Vote was 4 in favor and none against.

Ms. Grahame nominated Mr. Lewis to stand for President. Mr. Parran seconded the nomination. Mr. At Lee noted that without objection, Mr. Lewis was elected by acclamation. There were no objections.

Mr. Parran nominated Mr. Crupi for Vice President. Ms. Grahame seconded the nomination. Mr. At Lee noted that without objection, Mr. Crupi was elected by acclamation. There were no objections.

Ms. Grahame nominated Mr. At Lee to stand for Secretary. Mr. Crupi seconded the nomination. Mr. At Lee noted that without objection, Mr. At Lee was elected by acclamation. There were no objections.

Adjourned

With no other business. Mr. Parran moved to adjourn, Ms. Grahame seconded the motion. The meeting was adjourned at 12:53.

Respectfully submitted,

Carrie Willson