

**Board of Library Trustees**  
**April 20, 2021 at 4:00 pm**  
**Online via ZOOM**  
**Minutes**

**Present:**

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

**Absent**

Rachel Jones

**Call to Order:**

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

**Minutes**

Mr. Parran made a motion to approve the minutes for the Open and Executive Sessions of the March 16, 2021 Board of Library Trustees (BOLT) meeting with revisions. Mr. Alves seconded the motion. Motion passed unanimously.

**President's Report**

President Lewis welcomed all to the BOLT meeting and welcomed staff member Joan Fletcher who is in the current cohort of the Library Associate Training Institute (LATI).

**Unfinished Business**

**COVID standards updates**

Executive Director (ED) Willson shared an updated COVID standards document electronically that had been approved at the last meeting pending approval by Calvert County Health Officer, Dr. Polsky. Dr. Polsky has approved the updated standards with a few modifications including but not limited to: quarantining only those staff with significant contact to a COVID positive individual (reduced from all staff that came into some contact with COVID positive staff member); fully vaccinated staff (full dosage of vaccine plus 2 weeks) will not need to quarantine if they have been exposed to COVID, though they will still need to monitor their health closely; elevator capacity is no longer limited; deep cleaning or fogging of building is unnecessary after a positive case of COVID has been identified in a facility, regular cleaning procedures are sufficient; chairs at computer stations do not need to be wiped down between users.

**CARES Act Leave**

ED Willson shared a document electronically regarding CARES Act Leave. Provisions provided for paid sick leave for personnel, time off/partial salary to care for an ill household member or

child who does not have access to school or child care. These provisions expired on December 31, 2020. However, they may be extended if approved by individual employers. Calvert County government has not continued this leave.

Mr. At Lee made a motion to continue this leave. Motion seconded by Mr. Alves. The comment was made that maintaining the provisions was in keeping with Calvert Library's ethos and the Board and Library's commitment to supporting staff. Motion passed unanimously.

## **New Business**

### **Expanded hours for Calvert Library**

ED Willson proposed expanding the hours Calvert Library is open to the public beginning June 1, 2021. Proposed hours would mirror curbside service: 10:00am-7:00pm Monday - Thursday, 1:00-5:00pm Friday, 10:00am-2:00pm Saturday.

Mr. Alves made a motion to approve these expanded hours. Mr. Parran seconded the motion. ED Willson observed that before going back to full pre-pandemic hours, she wanted the library to be able to take full advantage of this opportunity to evaluate hours and services. Motion passed unanimously.

### **FY22 Budget cut**

ED Willson shared that the Board of County Commissioners (BOCC) requested a 3% cut to each county department's FY22 operating budget. She noted that this is not pandemic induced rather due to projected loss from revenue from Dominion. 3% of operating budget, less the state per capita funding and benefits, would be a \$15,500 for Calvert Library's FY22 budget. ED Willson proposed minor cuts to banking expense, materials, staff development and advertising.

Ms. Grahame made a motion to approve the proposed budget FY22 cuts. Mr. Alves seconded the motion. All agreed that future budgets would have to be carefully evaluated as the areas that were cut except for banking expense are all mission-critical. Motion passed unanimously.

### **Radio Frequency Identification (RFID)**

ED Willson shared that RFID is used to passively identify a tagged object. Tags are tied (electronically) to the barcode on the book. Checkout process for customers and staff becomes a very streamlined process: after scanning your library card, you can place a stack of up to six items on the RFID pad and they are all checked out simultaneously. The pad "reads" the RFID tags. The reverse process can be used when items are returned although it is generally slightly more complicated based on whether there are holds on items or they have to be sent to other library locations.

Willson noted that this makes check out faster and makes inventory a breeze. The Southern Maryland Regional Library Association (SMRLA) has technology money they are willing to use to purchase tags, 1 self-checkout pad and 1 staff pad for each library in Calvert and St. Mary's county. Charles County Public Library already uses RFID, so it will make it much easier for them to circulate items from the tri-county once Calvert and St. Mary's tag their collections. SMRLA's Board will vote on this at their next meeting. If approved, Calvert Library staff will need to tag their collections and will look for volunteers to help with this project. Calvert Library will also need to pay for additional reader pads.

Much of the return on investment for this project is in staff spending more time on quality interactions with customers and less time on circulation.

## **Director's Report**

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

Calvert Library has hired 2 new children's librarians and 4 new substitutes. The System Administrator position posting has been extended. Interviews for the 4<sup>th</sup> and final position in Mobile Services are happening later this month.

Calvert Library worked with Dr. Folsom from the Health Department to create a video telling people how to get a vaccination appointment for themselves and how to help others get appointments.

ED Willson shared that they have been told that the Bookmobile will be delivered in mid-late June.

ED Willson noted that Equity, Diversity and Inclusion (EDI) team work continues. Mr. At Lee noted that Maryland has passed landmark legislation around law enforcement. He suggested that the EDI law enforcement working group look at this legislation and any possible implications it has locally. With regard to the forthcoming Equity Statement from another of the EDI working groups, Mr. At Lee asked that it be shared with the Board as far in advance of the May meeting as possible.

ED Willson noted that there will be Management Team retreat June 2 at Kings Landing Park. The BOLT will be invited from 10:30am – 12pm and will have homework to prepare for this session. Included in this work session will be the setting of 3 month, 6 month and 1 year goals.

American Recovery Plan Act (ARPA) will have money available for libraries. ED Willson shared guidelines for projects given by the Maryland State Library with the BOLT electronically. She noted that the guidance was to “think big and think about impact.” Staff are working on ideas on a number of fronts.

### **FY21 Budget – progress report**

ED Willson shared FY21 budget expenditures electronically with the BOLT. Budget is being spent apace. The spreadsheet will be modify per the BOLT request.

### **Action Items**

<b>Action Items from prior meetings</b>	<b>Responsible Party</b>	<b>Due Date</b>	<b>Complete?</b>
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
Development Officer	Willson	ASAP	

ED Willson noted that there may be a statewide salary study or compression study in the works.

## **Reports**

### **Friends of the Library**

Ms. Grahame noted that the Friends of Calvert have been meeting via Zoom. They will hold a September 18 outside book sale dependent on the weather. A tentative date has been held in November for a Pub Quiz. Long time staff member Joanie Kilmon is retiring and, as they do for staff that have been with the Library for 10 years or more, the Friends will be making a contribution to help pay for her retirement celebration.

### **SMRLA**

Mr. Crupi shared that SMRLA Board meeting was held April 13. An actuarial study was discussed and information was presented regarding changes to the state code that would impact the make-up of regional library boards. Irene Padilla, MD State Librarian was in attendance at this meeting.

### **Foundation**

Mr. Crupi reported that the Foundation held an online art auction that was live on Saturday. There were 40+ bidders and the Foundation made some money. The Foundation will have meeting tonight to discuss and debrief about the auction.

### **Announcements/Other**

Mr. Parran shared what he knew about changes to the state code regarding Regional Libraries. Over the last several years the State Library has gone from being an entity under the MD State Department of Education to being an independent State Library. Title 23.202 covers regional resource centers and those regulations are quite out-of-date. The Maryland State Library (MSL) is working on how to make the governance of the three regional libraries more consistent and update the state code accordingly. The State Library Board will hold a special meeting this week or next week. Irene Padilla, the State Librarian has stated that she views this as an opportunity to make the regionals stronger.

### **Public Comment**

No public comment at this time.

### **Next Meeting**

The next meeting will be on Tuesday, May 11, 2020 at 4pm via Zoom

### **Adjournment**

Meeting adjourned at 5:08pm

Respectfully submitted,

Beverly Izzi