

Board of Library Trustees
June 15, 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
Rachel Jones
Wilson Parran
Carrie Willson, Executive Director
Beverly Izzi, Recorder

Call to Order:

Meeting called to order at 4:04pm by President Lewis.

Minutes

Ms. Grahame made a motion to approve the minutes for the May 11, 2021 Board of Library Trustees (BOLT) meeting. Mr. Crupi seconded the motion. Motion passed unanimously.

President's Report

President Lewis welcomed all to the BOLT meeting; he had nothing new to report.

Unfinished Business

No unfinished business at this time.

New Business

Change to Staff Handbook – hiring process

Executive Director (ED) Willson proposed a modification to the Staff Handbook. Given that the library has started using its payroll software for student page applications, she indicated that a paragraph in the handbook that stated that applications would be accepted year-round and were branch specific was out of date. Mr. Parran moved to accept the proposed change to the Staff Handbook. Mr. Alves seconded the motion. Motion passed unanimously.

Another change to the staff handbook that had been approved by the BOLT on October 17, 2017 but not integrated into the Staff Handbook document, was that when the Director or the Board make an interim appointment which will last more than 30 days, the interim will be paid at the rate they would be paid if they had been hired for the position. This did not require Board action.

Upcoming BOLT meetings

President Lewis shared that typically the BOLT does not usually hold July meeting as the previous fiscal year's financials are not finalized and the new fiscal year has not started in earnest. As there are no expected agenda items for July, Mr. Lewis proposed that there be no July

meeting. Mr. Alves moved that the BOLT forego meeting in July. Mr. At Lee seconded. Motion passed unanimously.

President Lewis also noted that the State of Emergency for state of Maryland will be lifted July 1, 2021. The BOLT discussed whether to meet in person or continue meeting via Zoom. Mr. Lewis noted that members of the public can more easily attend Zoom meetings and that Zoom meetings require less travel for board members. Other Trustees concurred. It was proposed that the next in-person meeting be a holiday party.

COVID Stage 5 Draft document

ED Willson shared that Dr. Polsky was asked to review the Stage 5 document presented to the BOLT. Dr. Polsky recommends keeping the once-a-shift cleaning regimen to reduce viruses that are transmittable via surfaces (COVID is not one of those viruses), which will keep everyone healthier. Customer seating will be reintroduced which will enable the library to re-open meeting rooms in July. ED Willson would like to continue current operating hours through the summer. Mask use will be optional for vaccinated staff and customers. Mr. At Lee emphasized the language in the plan that the continued use of face coverings is strongly requested for those who are not vaccinated. He noted that the Library served special populations (children and other vulnerable populations who cannot be vaccinated) for whom the continued use of face coverings is strongly encouraged.

ED Willson highlighted the in-person classes and events that are beginning to be re-introduced: a partnership with Economic Development on a series of classes, a poetry group and Storytime Outside.

Mr. At Lee moved for adoption of the proposed COVID Stage 5 policy. Ms. Grahame seconded. Motion passed unanimously.

FY22 Salary Budget

ED Willson noted that the Library has unallocated salary savings. She had electronically shared several proposals on how to use these unallocated funds. Mr. Parran proposed to accept the proposal which grants staff a 1% COLA for FY2022 (in addition to the step increase granted by the Board of County Commissioners). Ms. Grahame seconded the motion. Motion passed unanimously. Mr. Lewis, as President of the BOLT, will write a few lines communicating the Board's appreciation of Calvert Library staff for ED Willson to include in staff salary memos.

FY21 Budget – Budget Adjustments – end of year spending

ED Willson requested that the BOLT approve budget adjustments for the FY21 budget. Unspent money from several accounts would be moved to fully fund the furniture purchase for Calvert Library Prince Frederick and deposits for Kanopy and Hoopla.

From: Conferences and Training **\$11,300**

To: 321-31100 Furniture and Office Equipment **\$1,942**

321-27920 Audio Visual Materials **\$9,358**

* Conference and Training was underspent this year as conferences were transitioned to virtual events that did not have associated travel and room and board costs. We covered all of our staff development expenses from a MD State Library grant and a second state grant for the state library association's virtual conference.

From: 321-27505 Equipment \$1,000 to \$5,000 **\$6,000**

To: 321-31100 Furniture and Office Equipment **\$6,000**

* We did not need the Equip \$1k-\$6k this year

From: 321-20290 Vehicle Supplies and Repair **\$2,400**

To: 321-27920 Audio Visual Materials **\$2,400**

*Vehicle supplies were not needed in FY21 due to less time on the road because of the pandemic

From: 321-20291 Gasoline **\$3,000**

To: 321-27920 Audio Visual Materials **\$3,000**

*Gasoline was underspent this year as our Outreach vehicles were not on the road very much due to the pandemic

From: 321-27965 Banking Expense **\$3,700**

To: 321-27920 Audio Visual Materials **\$3,700**

*Banking Expense was dramatically underspent as the library was closed to the public from March to June and no materials were due on customer accounts from March until October resulting in very few lost material payments which are the source of banking fees.

Mr. Crupi made a motion to accept these budget adjustments Mr. Alves seconded the motion. Motion passed unanimously.

Staff proposed Equity Statement

ED Willson shared the Equity, Diversity and Inclusion – Equity Statement Teams' recommendation to adopting the Urban Libraries Council's (ULC) Statement on Race and Social Equity. Mr. At Lee suggested adding this as an addendum to the already-adopted BOLT Equality Statement. He noted that the original BOLT statement was aspirational and the ULC statement was a practicable how-to for achieving an anti-racist, equitable institution.

Mr. Crupi made a motion to accept the addition of the Urban Libraries Council's Statement on Race and Social Equity to the current Board of Library Trustees Equality Policy Statement. Ms. Jones seconded the motion. Motion passed unanimously. Further the BOLT agreed with ED Willson's request to delete the word "equally" from the original statement.

Director's Report

Director's written report

ED Willson shared that Calvert Library has hired William Berryhill as the Systems Administrator; the IT department is now fully-staffed. She noted that the Library is currently receiving applications for Branch Manager Position for Twin Beaches Branch.

ED Willson shared that the Bookmobile wrap design has been approved. A design will be created for the SUV to echo the Bookmobile design.

ED Willson shared electronically a list of five grant proposals that were submitted to the MD State Library for the American Rescue Plan Act (ARPA) funds totaling \$350,000.

ED Willson shared that the new Twin Beaches Branch permit process is underway. She expects bidding to happen in the fall.

ED Willson noted that with extended hours, we are seeing more people in our libraries, many of whom have not been in the library since the beginning of the pandemic.

ED Willson also electronically shared the conference highlights from those who attended the Maryland Library Association Annual Conference.

FY21 Budget – progress report

BOLT discussed the year-to-date expenditure of the FY21 budget. ED Willson noted once the materials funds are spent down in the next two weeks, the budget will be spent to less than 1%.

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	6/15	Yes
Salary Study – front-line staff	Willson	RFP - July 2021	Statewide grant submitted
Development Officer	Willson	RFP - July 2021	RFP in process

Reports

Friends of the Library

Ms. Grahame shared the Friends of the Library made over \$900 on the latest book sale. The Friends are planning another book sale for September 18. She is requesting help from the BOLT. The Friends start to set up at 7am and take down at 2pm. They are also tentatively planning a November 19 Pub Quiz. The Friends will take a hiatus for the summer.

SMRLA

Ms. Grahame noted that the evaluation of the new CEO of Southern Maryland Regional Library Association (SMRLA), Ashley Teagle, was complete. She also shared that SMRLA is allocating additional FY22 funds to Overdrive and Hoopla to expand our stream-able and downloadable material collections.

Foundation

Mr. Crupi reported that the Foundation will have a meeting tonight. The Foundation continues planning for an awards ceremony and planning for the capital campaign for Twin Beaches. Additionally, they are postponing Christmas in July auction and are recruiting new board members.

Announcements/Other

Mr. Parran shared that the State Library Board meeting will be held June 29.

Next Meeting

The next BOLT meeting will be on Tuesday, August 17, 2021 at 4pm via Zoom.

Public Comment

No public comment at this time.

Adjournment

Meeting adjourned at 5:05pm

Respectfully submitted,

Beverly Izzi