

**Board of Library Trustees
August 17, 2021 at 4:00 pm
Online via ZOOM
Minutes**

Present:

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

Absent:

Jeffrey Lewis, President

Call to Order:

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

Minutes

Ms. Grahame made a motion to approve the minutes for the June 15, 2021 Board of Library Trustees (BOLT) meeting. Mr. Parran seconded the motion. Motion passed unanimously.

President's Report

Vice President Crupi welcomed all to the BOLT meeting.

Unfinished Business

No unfinished business at this time.

New Business

Change to Staff Handbook – tuition reimbursement policy

Executive Director (ED) Willson proposed a modification to tuition reimbursement policy due to the Southern Maryland Regional Library Association's (SMRLA) update to their tuition reimbursement policy that will now allow for reimbursement for additional degrees and certificates other than a masters in library science (e.g. Bachelor's Degree, IT certification, Master's Degree in Early Childhood Education).

After brief discussion, Mr. At Lee moved to accept the amendments to the language proposed by ED Willson. Ms. Jones seconded the motion. Motion passed unanimously.

Mr. At Lee then moved to accept the amendment to the Staff Handbook. Ms. Grahame seconded the motion. Motion passed unanimously.

Addition to Staff Handbook – CS Intern job classification

ED Willson shared a proposal that a Computer Technician Interns job classification be added to the Staff Handbook.

Mr. Parran moved to accept the amendments to the language proposed by ED Willson. Mr. Alves seconded the motion. Motion passed unanimously.

Mr. At Lee then moved to accept the amendment to the Staff Handbook. Mr. Alves seconded the motion. Motion passed unanimously.

FY23-28 Capital Improvement Project Budget spending

ED Willson shared draft FY23-28 Capital Improvement Project (CIP) Budget. Items include:
PF Lighting replacement 2023 – LED fixtures and lightbulbs to replace current lighting
Twin Beaches Branch building – FY23 funding to complete construction
Fairview Branch building– planning set for FY27, construction to begin in FY28
Technology Hardware – 2023 – redo audio/visual system in PF meeting rooms – this is the project for which the library is still working on cost projections
The FY23-28 CIP will be brought to the BOLT in September for formal approval

FY22 Budget Adjustment – Development Officer

ED Willson stated that the next step in hiring a Library Development Officer to assist with fundraising for the new Calvert Library Twin Beaches project is to move \$70,000 in unallocated Salary funds to Contracted Services. Willson is seeking additional funds from County Government to hire a sole proprietor or consulting firm. This would be a contract position for one year with the option to renew for second year if funding is available and goals are met. This position would report to the library director and funds raised would be donated to the Foundation which is a 501(c)3 support organizations for the library. ED Willson noted that having a paid staff person who supports the work of the Foundation is typical in other Maryland libraries.

Mr. Alves moved to request that the county make a budget adjustment of \$70,000 from Salary account 10001 to Contracted Services account 27515. Mr. Parran seconded the motion. Motion passed unanimously.

Director's Report

Director's written report

ED Willson shared that Melissa Gray has been named the Branch Manager of the Twin Beaches branch. Interviews for the Assistant Branch manager position at Twin will be August 30. She has also hired 3 more substitutes. Willson also noted that Maya Huchla, Emilia Lee and Tiffany Sutherland have gotten their Master's degrees in Library Science in the past two months and six more staff are in process or starting degree programs this fall.

ED Willson discussed the following items:

The new Twin Beaches Branch project is moving forward. The County will be sending out requests for bids in the next couple of weeks.

The Bookmobile inspection was conducted earlier this week at the Summit factory in Colorado. There is a punch-list that will need to be completed before the Library will accept delivery. Thus the Ribbon Cutting with the Calvert County Board of County Commissioners (BOCC) is postponed and tentatively scheduled for Oct 5, 2021.

Calvert Library will need to decide which of the 2 partially funded projects from American Rescue Plan Act will be completed: Equitable Wi-Fi or After Hours Pick-Up Lockers. The State Library granted \$40k for one of the projects, this is less than half of the project budget for either project so ED Willson and her team will need to do some work to scale back and find additional sources of funding.

Calvert Library will be extending hours after Labor Day 2021: Monday - Thursday 9am-8pm, Friday 12pm-5pm, and Saturday 9am-5pm.

ED Willson attended a roundtable discussion on Broadband access in Southern Maryland with Senator Van Hollen this afternoon at Waldorf West. Ashley Teagle, Kenneth Wayne Thompson and she tag-teamed talking about library response to access needs during the pandemic and ongoing digital literacy needs in the community. The other guests were from the Charles County BOCC, school system and Delegate Patterson. The Senator is very supportive of Broadband expansion in SoMD and it was interesting to hear more about the efforts in Charles County.

Staffing Zoom phones centrally for the system with dedicated phone staff has enabled Calvert Library to give higher levels of service on phones. So far it looks like the library will be able to maintain this service while reopening with full hours back in the branches. However, Willson is looking at some alternatives which she will share more about in September.

Covid-19 update: Calvert Library is back to requiring staff to wear masks when with the public and the Public is encouraged to wear masks in the building. Storytime Inside will begin in the fall with social distancing and masking required for attendees over 2 years old.

Discussed the funding need for fiber for new Twin Beaches Branch building.

ED Willson will be attending Maryland Association of Counties (MACo) Conference which begins tomorrow.

LGIT insurance has been renewed. The County sponsors Calvert Library for this insurance.

Staff day for October has been cancelled as it cannot be held in-person at this time. This may be moved to the spring.

State Retirement Audit has been finalized. There were three findings that have been fixed and procedures put in place to avoid similar mistakes in the future.

Calvert County read 1.7 million minutes for the #calvertREADS Summer Reading Challenge! The goal was 1.5 million minutes.

ED Willson had an opportunity to meet Commissioner Gadway and talked with BOCC about the Twin Beaches project.

FY21 Budget

ED Willson noted that FY21 Budget numbers have been partially finalized and Calvert spent down the budget to well under 1%. Benefits have not been taken out yet, but once that happens and the numbers are ready for audit, ED Willson will give the BOLT a final FY21 financial report.

FY22 Budget – progress report

ED Willson noted that it is the beginning of the year and funds are just beginning to be spent.

Action Items

Action Items from prior meetings	Responsible Party	Due Date	Complete?
Return Rates	Willson	quarterly	n/a until post-pandemic
Salary Study – front-line staff	Willson	unknown	Statewide effort underway
Development Officer	Willson	January 2022	RFP in process

Ms. Grahame made a motion to remove the Return Rates item from Action Times. Ms. Jones seconded the motion. Motion passed unanimously.

ED Willson noted that a statewide grant was received for the Salary Study. Carroll County Public Library will spearhead this effort.

ED Willson noted that the next step for Development Officer is to submit the Budget Adjustment to the BOCC for approval.

Reports

Friends of the Library

Ms. Grahame shared the Friends of the Library will meet soon and they will hold a book sale Sept 18, 2021. Help is requested for the day of the book sale; for 7am set up and take down at 3pm.

Nov 20 is being held for the Pub Quiz.

Ms. Grahame noted that Joann Larkin has been selling books during the pandemic. The Friends thank her for her dedication to this project.

SMRLA

The meeting held Aug 10 included 403b retirement plan presentation and an unrelated discussion of funds transfers related to the SMRLA budget. The SMRLA Board has designated committee members to work with the State Librarian to study regional library code and recommend any needed changes.

Foundation

Mr. Crupi reported that the Foundation will have a meeting tonight. The Foundation continues planning for an awards ceremony in March. This is one of their signature events.

Announcements/Other

Mr. Parran discussed the State Library Board meeting.

Citizens for Maryland Libraries Annual Meeting - October 16, 2021 10am-3pm at the Michael E. Busch Annapolis Library

Next Meeting

The next meeting will be on Tuesday, September 21, 2020 at 4pm via Zoom

Public Comment

No public comment at this time.

Adjournment

Meeting adjourned at 4:53pm

Respectfully submitted,

Beverly Izzi