

**Board of Library Trustees  
September 21, 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. He welcomed all to the meeting.

**Minutes**

Mr. Parran made a motion to approve the minutes for the August 17, 2021 as amended. Ms. Grahame seconded the motion. Motion passed unanimously.  
Mr. At Lee made a motion to accept the September 03, 2021 Board of Library Trustees (BOLT) meeting minutes as amended. Mr. Parran seconded the motion. Motion passed unanimously.

**President's Report**

President Lewis welcomed all to the BOLT meeting.

**Unfinished Business**

**FY23-28 Capital Improvement Project budget**

Executive Director (ED) Willson shared the submitted draft of the FY23-28 Capital Improvement Project (CIP) Budget. Items include, but are not limited to:

Twin Beaches Branch building – adding an additional \$1 million to FY23 construction debt to cover expected material cost increases on the recommendation of John Cosgrove, Deputy Director of Public Works, Capital Projects.  
Considerable funding requests were added to FY23 and FY24 for equipment for the new Twin Beaches Branch as well as \$43,000 to FY23 for an update to the Audio/Visual system in PF meeting rooms.

Mr. Parran made a motion to approve the proposed FY23-28 Capital Improvement Project Budget for Calvert Library. Mr. Crupi seconded the motion. Motion passed unanimously. ED Willson thanked the BOLT and stated that as the CIP budget request made its way through the County process, she would keep them informed.

## **New Business**

### **Change to Staff Handbook – bereavement policy**

ED Willson suggested a change to the bereavement leave policy in the Staff Handbook. She proposed adding one day of leave for extended family of staff members to include aunts/uncles, first cousins, nieces and nephews; and adding the stipulation that bereavement leave must be used within one year.

Mr. At Lee made a motion to accept the proposed changes. Mr. Alves seconded the motion. Motion passed unanimously.

### **FY23 Draft Operating Budget**

ED Willson reviewed the changes she will be suggesting to the FY23 Operating Budget. She will present the proposed budget to the BOLT for approval at the October meeting. ED Willson highlighted the following items, many of which are the result of expansions of service during the pandemic:

- Copiers at PF are at the end of their lease which may affect copier costs
- Additional funding for digital materials, as demand has grown during the pandemic
- Funding to continue to renew data subscriptions for hot spots
- Annual maintenance for the Calvert Library app
- Changing fuel costs for the new Bookmobile
- Postage for passport applications which will be accepted at Southern as well as PF
- Increase in funding for liability insurance (cost has risen \$4000)
- Additional staff in the second half of FY23 for the new Twin Beaches branch (to prepare for the projected Nov 2023 opening)

### **Unique Patron Services**

ED Willson discussed using Unique Patron Services. This is a vendor the library has worked with for many years but for a new-to-Calvert service which would answer Calvert Library phones and manage a chat widget on the library web site. This would extend service hours beyond the hours of the brick and mortar library locations: 8am-11pm weekdays, Saturdays and Sundays. Unique would answer the easy questions that we get over the phone and forward more complicated calls requiring a librarian to the library locations. This would free up staff time, allowing them to focus on more detailed in-person interactions as well as class and event programming. Unique only works with libraries. Unique employees are librarians and trained library associates. They offer a high level of customer service which has been vouched for by several respected libraries that ED Willson contacted. BOLT members expressed their support of the service and no vote was needed.

## **Director's Report**

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

ED Willson shared a staffing update; two public service librarians at PF have resigned their positions to take other jobs. These full-time positions (one on the reference team and one in children's) have been posted. There are also two new "library babies" born to their librarian mothers two days apart. The staff member with COVID is still in the hospital and is weak but holding her own. The family appreciates the Board's concern.

ED Willson discussed the following items:

New Twin Beaches Branch progress update: The bid package is almost finished, it will go out in October. Ground breaking is expected in April 2022 and completion in November 2023.

The Bookmobile ribbon cutting is set for Oct 19, 2021 at 2pm at Harriet Elizabeth Brown Community Center in Prince Frederick.

The first meeting of the state-wide salary survey working group will be held October 12, 2021.

The Combined Federal Campaign has begun, this method of giving is available to all federal workers and federal and military retirees.

Funding options to have fiber run from North East Community Center to the new Twin location

#### **FY21 Budget – final numbers pending audit**

ED Willson noted that FY21 Budget numbers have been finalized pending audit. The operating budget almost entirely spent with some salary and benefit money getting swept back into the County's General Fund.

#### **Grant report**

ED Willson shared that the CARES Act funding grant from the MD State Library that was being administered by SMRLA needed to be spent by the end of September 2021. Calvert Library purchased the Library App, additional chrome books and hot spots, bags for the laptops, pouches for hot spots and an owl camera that does a 360 view for hybrid programming. It was noted that very few chrome books have been damaged or not returned but the library does order a fair number of replacement charging cords.

#### **FY22 Budget – progress report**

ED Willson noted that period 2 spending is on track.

#### **Action Items**

<b>Action Items from prior meetings</b>	<b>Responsible Party</b>	<b>Due Date</b>	<b>Complete?</b>
Add BA's to Expenditure rpt	Willson	September 2021	yes
Salary Study – front-line staff	Willson	unknown	Statewide effort underway
Development Officer	Willson	January 2022	BOCC BA in October

## **Reports**

### **Friends of the Library**

Ms. Grahame shared the Friends of the Library held a very successful book sale Sept 18, 2021. \$2000 worth of books were sold. She thanked all that helped. She shared that a lot of kid's books were purchased at 5 for \$1 which was gratifying to the Friends and to the children who were shopping! She thanked the public for their donations. The Friends have decided to cancel the Pub Quiz that would have taken place in November and hope to hold one again in March 2022. Citizens for Maryland Libraries (CML) will hold their meeting for Friends and Trustees October 16, 2021. That event will now be via Zoom and not in-person as had been planned.

### **SMRLA**

Mr. Crupi shared that the Southern Maryland Regional Library Association (SMRLA) meeting was held last week. They discussed the regional library statute update which they now expect to be a very collaborative process. He noted that SMRLA had received an additional \$14,000 in CARES Act funding from the State Library that was used to further support the RFID project which is underway.

### **Foundation**

Mr. Crupi reported that the Foundation will meet tonight. They are planning an Awards banquet for March 2022. They are also working on new procedures for accepting donations and planning the capital campaign for Twin Beaches.

### **Announcements/Other**

No announcements at this time.

### **Next Meeting**

The next meeting will be on Tuesday, October 19, 2020 at 4pm via Zoom

### **Public Comment**

Public Comment was offered by Mr. Nick Sweetman. Mr. Sweetman stated that he found the policy of requiring masks in the library discriminatory and asked that the BOLT immediately rescind the policy. He questioned the BOLT's authority to require masks in the library. Mr. Lewis thanked him for his statement and noted that the Board would take his comments under consideration.

### **Adjournment**

Meeting adjourned at 4:57pm

Respectfully submitted,

Beverly Izzi