

**Board of Library Trustees
October 19, 2021 at 4:00 pm
Online via ZOOM
Minutes**

Present:

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

Absent:

Doug Alves

Call to Order:

Meeting called to order at 4:00pm by President Lewis. He welcomed all to the meeting.

Minutes

Ms. Grahame made a motion to approve the minutes for the September 21, 2021 as amended. Mr. Parran seconded the motion. Motion passed unanimously.

President's Report

President Lewis did not have anything new to share.

Unfinished Business

FY23-28 Capital Improvement Project budget

Executive Director (ED) Willson shared the submitted draft of the FY23 Operating Budget electronically. BOLT members recommended shortening the replacement cycle for library computers to more closely match the county's cycle. ED Willson highlighted that the biggest increase in funding request was \$50,000 for digital materials.

Final submission will be brought to the BOLT for approval at the November BOLT meeting.

New Business

Library holidays for 2022

ED Willson sent a proposed draft schedule to the BOLT.

Mr. At Lee made a motion to accept the proposed Library Holiday schedule for 2022 which included the addition of Juneteenth. Ms. Grahame seconded the motion. Motion passed unanimously.

Term expirations

Mr. Lewis noted that he and Mr. Alves have terms that will end in December 2021. Mr. Alves term is a partial term; he is eligible to serve two full five-year terms. Mr. Lewis is completing his first five-year term. They both plan to reapply. These openings will be advertised to the public in concert with the County's advertising of the positions per the Trustee Handbook noting that incumbent trustees will be re-applying.

Regional Library Statute

ED Willson had shared documents with the BOLT from Ashley Teagle, Southern Maryland Regional Library Association (SMRLA) CEO, regarding proposed Regional Library Statute. Per Mr. Parran, a conference discussing the statute will be held December 1. SMRLA is sending three representatives to the conference.

Director's Report

Director's written report

ED Willson shared a staffing update; Calvert Library has 3 new staff as of this morning, Tori George moving to Prince Frederick from the Twin Beaches branch and two public service librarians in Children's in Prince Frederick, Emily Wallace and Danielle Songy. There is now a part time opening at the Twin Beaches branch..

ED Willson discussed the following items:

New Twin Beaches Branch progress update: Construction permit is still in process.

The Bookmobile ribbon cutting is set for November 9, 2021 at 2pm at Harriet Elizabeth Brown Community Center in Prince Frederick. Left Colorado Monday. The SUV has a matching wrap.

Ms. Jean Hicks, a former BOLT member passed away recently. Mr. Russell Costley, former BOLT member, passed away this week. Martha Lee Benz an avid Calvert Library volunteer passed away this past week as well.

COVID Update: Numbers in Calvert County are much better today, and remain over 100 cases/100,000. This still makes Calvert a high transmission area. The BOLT discussed a when to remove the mask requirement. Mr. At Lee moved that Calvert Library follow the expert guidance of Dr. Polksy and remove the mask requirement per his recommendation. Ms. Jones seconded the motion. Motion passed unanimously.

ED Willson shared an overview of staff concerns about using Unique Patron Services for answering phone calls and chat. Concerns centered on pride in the excellent customer service of Calvert Library. She noted that a team will be created to conduct ongoing evaluations of the service. Staff members will work on that project. It was also noted that while all staff may not agree with the decision, they do understand the need for staff time to focus on strategic plan priorities like workforce development and other high-touch library services.

ED Willson is awaiting final approval of the Budget adjustment for development officer from the County Administrator.

SEED Ecosystem Grant – 1st year plan is to create a MakerSpace in Prince Frederick and classes are slated to begin summer 2022.

Widerstand Antiracism Audit – will be completed in mid-March. A briefing of the BOLT and key participants is the last step in the process. The BOLT will have time to formulate a formal response before the library makes any part of the audit results public.

FY22 Budget – Period 3 report

ED Willson noted that FY22 Budget numbers were on track.

Action Items

Action Items from prior meetings	Responsible Party	Due Date	Complete?
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 stated that the in-library book sales continued to do well.

SMRLA

Ms. Grahame attended the SMRLA Board meeting. She noted that Rachel Stein has been hired as the new Digital Resources Analyst. The SMLRA Board also discussed the Regional Statute update.

Foundation

Mr. Crupi reported that the Foundation met Saturday. They are planning an Awards banquet for March 5, 2022. Capital Campaign is being planned to raise funds for the new Twin Beaches branch. The Foundation will be making recommendations to the BOLT regarding the Naming Policy and approval of fundraising goals. Their regular monthly meeting is tonight.

Announcements/Other

No announcements at this time.

Next Meeting

The next meeting will be on Tuesday, November 16, 2021 at 4pm via Zoom

Public Comment

There was no public comment at this time.

Adjournment

Meeting adjourned at 4:57pm

Respectfully submitted,

Beverly Izzi