

**Board of Library Trustees
January 20, 2022 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 4:02pm by President Lewis.

Minutes

Ms. Grahame made a motion to approve the minutes for the November 16, 2021 Board of Library Trustees (BOLT) meeting. Mr. Parran seconded the motion. Motion passed unanimously. Ms. Grahame moved to approve the minutes for November 23, 2021 Executive Session with modification. Motion seconded by Mr. Parran. 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

Election of Officers for 2022

Ms. Grahame nominated Mr. Lewis for the office of BOLT President and move to elect him to that office. Mr. Crupi seconded the motion. Motion passed unanimously.
Mr. Lewis nominated Mr. Crupi to the office of BOLT Vice President and moved to elect him to that office. Mr. At Lee seconded the motion. Motion passed unanimously.
Mr. Alves nominated Mr. At Lee to the office of BOLT Secretary and moved to elect him to that office. Ms. Grahame seconded the motion. Motion passed unanimously.

Calvert Library Board of Library Trustees 2022 Officers

President – Jeffrey Lewis
Vice-President – Ron Crupi
Secretary – Kip At Lee

Clean Slate for 18 year olds?

Mr. At Lee made a motion to waive all fines and fees on a customers' library card when they reach the age of 18. Mr. Alves seconded the motion. Motion passed unanimously.

Director's Report

Director's written report

ED Willson shared the following items:

- The County may extend the due date for bids for the construction of the new Twin Beaches branch due to the large number of written questions regarding the bid documents.
- Dr. Polsky recommends that Calvert Library discontinue the practice of sending out a press release for every COVID-19 case among library staff as long as contact tracing is not necessary. Library staff and customers will continue to follow the BOLT mask requirement and other safety protocols. Calvert Library is using MD Department of Health guidelines for return to work protocols.
- The preliminary report for Board Effectiveness survey has come out. ED Willson will forward electronically. Stay tuned for recommended training and next steps. We will discuss the preliminary report at the February BOLT meeting.
- Unique Patron Services phone and chat service began on Wednesday, January 19 and is going well. Their agents are friendly and helpful. A number of staff are reviewing transcripts from all calls and chat interactions to ensure quality.
- Budget expenditures are normal.
- Job offer has been made for SEED grant position, but it has not yet been formally accepted.
- Anti-racism audit kicks off later this week, Mr. At Lee and Mr. Parran will represent the BOLT.

FY22 Budget – Period 5&6 report

ED Willson shared the FY22 Budget electronically. There were no questions at this time.

Action Items

Action Items from prior meetings	Responsible Party	Due Date	Complete?
BOLT Naming and Gift Policy	At Lee and Crupi	Feb 15, 2022	
Salary Study – front-line staff	Willson	September 2022	Statewide project – currently out to bid
Development Officer	Willson	See Director's report	BOCC BA in November. Bid should go out in the next few weeks

Reports

Friends of the Library

Ms. Grahame shared that the Friends of the Library will cover \$2,500 for Bonusly™ recognition gifts for staff. Bonusly is a staff recognition platform. The January book sale will be held March 5, 2022. Set up will be March 4.

SMRLA

Mr. Crupi shared that the Southern Maryland Regional Library Association (SMRLA) held a meeting January 11. The Corporate meeting will be on March 8 at 10:00 via Zoom. All BOLT members are encouraged to save the date – an invitation from SMRLA will be forthcoming. Mr. Crupi's term is set to expire in January. He indicated a willingness to continue in the role. SMRLA terms are for 3 years. It is Mr. Lewis' responsibility to proffer a name to SMRLA CEO, Ashley Teagle. Ms. Grahame and Terese Wells hold the other two Calvert positions on the SMRLA Board.

Foundation

Mr. Crupi reported that the Foundation will have a meeting at 7pm tonight. The Foundation continues planning for an Awards Ceremony, this will be pushed out until September due to COVID positivity rates. Elections of officers for the Calvert Library Foundation were held. 2022 Officers for the Calvert Library Foundation are as follows: Scott Deacon, President; Scott Russey Vice President and Allison Hyde-Smart, Secretary. The Foundation is working on developing a Capital Campaign strategy.

Announcements/Other

There were no announcements.

Next Meeting

The next meeting will be on Tuesday, February 15, 2020 at 4pm via Zoom

Public Comment

No public comment at this time.

Adjournment

Meeting adjourned at 4:34pm.

Respectfully submitted,

Beverly Izzi