

**Board of Library Trustees
November 16, 2021, at 4:00 pm
And November 23 at 2:00 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

Mr. Parran made a motion to approve the minutes for the October 19, 2021, Board of Library Trustees (BOLT) meeting. Mr. Alves 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

FY23 Draft Operating Budget

Executive Director (ED) Willson noted a few changes to the FY23 Draft operating budget since reviewing it with the BOLT in October. An additional \$25,000 was added to Contracted Services to supplement the salary for the Development Officer, who will be tasked with helping to raise funds for the new Twin Beaches Branch. Per the BOLT's recommendation, ED Willson also added Capital Hardware funds to reduce the computer replacement cycle for of staff computers to every 3 years and public computers to every 5 years. The Staffing Request included two full-time staff for the new Twin Beaches Branch; this is not the full complement of needed staff, but ED Willson stated that she wanted to stagger the hiring and training of new staff for the location so that the Branch was ready to deliver amazing service on opening day.

Mr. Alves made a motion to accept the FY23 Draft Operating Budget as proposed. Mr. Crupi seconded the motion. Motion passed unanimously.

Library holidays for 2022 – correction

ED Willson noted that Calvert Library traditionally closes at 5pm the day before Thanksgiving. This was omitted from the 2022 Holiday Schedule approved by the BOLT in October.

Ms. Alves made a motion to accept the revised 2022 Holiday Schedule. Mr. Crupi seconded the motion. Motion passed unanimously.

New Business

BOLT Naming Policy

Mr. Crupi shared suggested changes (via ED Willson) to the BOLT Naming and Gift Policy electronically on Monday, November 15. Because of the short turn-around time for the BOLT to review and offer suggestions, Mr. At Lee moved that the item be tabled until the next meeting. Mr. Crupi seconded the motion. After brief discussion it was agreed that the Foundation's work would not be hampered by waiting to approve changes to this policy. The motion passed unanimously. Mr. At Lee will work with Mr. Crupi and Robyn Truslow on a final draft of suggested changes.

SEED grant funded Public Service position

Executive Director (ED) Willson shared that Calvert Library and Calvert County Public Schools have received a \$2,000,000 5-year STEAM Ecosystem Expansion Demonstration (SEED) Project grant from the U.S. Department of Education to increase the capacity to provide STEAM education to Calvert County youth. Included in this grant is funding for a Public Services Librarian to provide STEAM programming and help execute the goals of the grant. Ms. Grahame moved to approve the hiring of a Public Services Librarian funded by the SEED Project grant. Mr. Alves seconded the motion. Motion passed unanimously.

It is the intention of the library to fund the position using the SEED grant funding for 5 years and then, if the position is deemed to be important to the library after the grant period, to secure alternative grant funding or roll the position into the regular salary/staffing budget of the library.

Director's Report

Director's written report

ED Willson shared the following items:

- Maryland Library Associates Training Institute (LATI) students Nicole Hurley, Public Services Librarian in Children's at the Twin Beaches branch and Julie Nicholson, Public Services Librarian at the Fairview branch, were in attendance at today's BOLT meeting as part of their course work
- The bid for construction for the new Twin Beaches branch will go out soon
- Ribbon cutting for the Bookmobile was well attended and the Bookmobile service is off to a strong start with 19 scheduled stops
- Many book challenges have been happening around the country, one includes Gender Queer by Maia Kobabe. Calvert Library has decided to move this graphic novel from Young Adult graphic to Adult graphic to align with most of the other systems in Maryland. Calvert Library has received a customer email about this title, but does not have any formal Material Reconsideration Forms on this title at this time
- The BOLT is asked to take a survey from the Board Effectiveness consultants. This will take 20-25 minutes. Southern Maryland Regional Library Association (SMRLA)

Board members are asked to take this survey a second time as a SMRLA Board member

- BOLT has 2 vacancies due to term expiration. BOLT members have been asked to complete the doodle poll for interview dates if needed
- Furniture for Calvert Library Prince Frederick has arrived
- Colleen Cano shared information regarding Bonusly, a staff recognition platform

FY22 Budget – Period 4 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?
Salary Study – front-line staff	Willson	Unknown	Statewide effort underway
Development Officer	Willson	January 2022	BOCC BA in next few weeks

Reports

Friends of the Library

Ms. Grahame shared that the Friends of the Library will hold a one day Book sale Saturday, January 8, 2022. Set up will happen January 7, all are encouraged to help. The March Pub Quiz has been canceled. The Friends are sponsoring a Bookmobile Spotting competition, watch for more information on Calvert Library social media feeds.

SMRLA

Mr. Crupi noted that Susan Grant, SMRLA’s Head of Information & Access Services, has received the 2021 Outstanding Employee Award from the Citizens Maryland Libraries. He also noted that there will be a meeting December 1 to discuss the state statute regarding regional libraries. Mr. Crupi, Ms. Grahame, Mr. Parran and ED Willson will be attending this meeting.

Foundation

Mr. Crupi reported that the Foundation will have a meeting at 7pm tonight. The Foundation continues planning for an Awards Ceremony in March. They are also working on revising the Naming of Rooms Policy for recommendation to the BOLT.

Announcements/Other

There will be no regular December meeting. However, a special meeting will be called for the BOLT to interview for BOLT vacancies.

Public Comment

No public comment at this time.

Executive Session

Ms. Grahame made a motion to move to Executive Session pursuant to Section 3-305 of the State Government Article of the Annotated Code of Maryland – Personnel Matters [3-305(b)(1)] -Personnel Matters [3-305(b)(1)] Board will discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction – as previously announced in the Agenda. Mr. Parran seconded the motion. All seven Board members were present and voted unanimously to move to Exec Session.

Meeting moved to Executive Session at 5:03pm pursuant to Section 3-305 of the State Government Article of the Annotated Code of Maryland.

(The Executive Session was temporarily Adjourned at 6:12 PM on this date to be reconvened on 23 Nov for completion of the same matter.)

Next Meeting

The next meeting will be a special meeting at 2:00pm on November 23, 2021.

The next regular meeting will be on Tuesday, January 18, 2022, at 4:00 pm via Zoom

Continuation of this Public Meeting: November 23, 2021

On November 23, 2021, after completing the Personnel Matter previously described, the BOLT adjourned from Executive Session to this Public Meeting at 2:04pm. The President noted that the Personnel Matter, “Recommendation to BOCC for appointment to the Board of Library Trustees,” had been addressed by unanimous vote.

There was no further business to come before the BOLT.

Meeting adjourned on 23 November at 2:09pm by unanimous vote.

Respectfully submitted,

Beverly Izzi