

**Board of Library Trustees
February 15, 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
Wilson Parran
Carrie Willson, Executive Director
Beverly Izzi, Recorder

Absent:

Rachel Jones (MD Legislature in session)

Call to Order:

Meeting called to order at 4:07pm by President Lewis.

Minutes

Ms. Grahame made a motion to approve the minutes for the January 20, 2022 Board of Library Trustees (BOLT) meeting. Mr. Crupi seconded the motion. Motion passed unanimously. Mr. Parran made a motion to approve the minutes for the November 16 and 23 Executive Session for the purpose of the Executive Director's Evaluation with revisions. Motion seconded by Mr. Crupi. Motion passed unanimously.

President's Report

President Lewis welcomed all to the BOLT meeting, he had nothing new to report.

Unfinished Business

BOLT Naming and Gift Policy

Mr. At Lee noted that the committee had proposed changes to the first Naming and Gift Policy and sent it to the BOLT ahead of time.

Mr. Crupi made a motion to approve the BOLT Naming and Gift Policy as revised. Mr. Alves seconded the motion. Motion passed unanimously.

New Business

COVID Policy – Mask Requirement

Executive Director (ED) Willson shared that Governor Hogan is lifting the mask mandate for state facilities on February 22, 2022. She noted that the COVID positivity rate in Calvert County is not as low as the State's positivity rate.

Mr. At Lee made a motion based on Dr. Polsky's recommendation that allows ED Willson to change the mask requirement to a mask recommendation when the county is below 100

cases/100,000 using Calvert County Health Department's 7-day metrics. Mr. Parran seconded the motion. Motion passed unanimously.

Mr. At Lee added that staff welfare is a primary concern.

BOLT meeting calendar for 2022 - draft

Mr. Parran made a motion to accept the proposed BOLT meeting calendar for 2022. Ms. Grahame seconded the motion. Motion passed unanimously.

Director's Report

Director's written report

ED Willson shared the following items:

- Prince Frederick staff member Karen Mauser is retiring. Thus there will be a part-time opening in Prince Frederick in a few weeks. LaToya Mitchell, Public Services Librarian working on the SEED Ecosystem Grant started February 14.
- The bid opening for the Twin Beaches branch was on Friday. Numbers were close together, ranging from \$10.3 – 10.8 million. Assuming the Governor's FY23 budget (voted on in April, final June/July) is approved and the Board of County Commissioners (BOCC) FY23 budget (approved around May) is approved there is enough money to cover construction and contingency. Additional funds will be needed for furniture and add-alternates. Placing a FY24 state capital library grant to cover those costs. Foundation will raise money for gaming space, maker space, early literacy elements. Bid award should be near the end of March and groundbreaking in May.
- Board Effectiveness report has not been approved to share yet which is a change from what was stated in the January minutes when Willson thought she would be sending the preliminary report to the BOLT.
- Development position RFP in final drafts with county procurement
- Patron Services from Unique is going well. Ms. Grahame used the service over the weekend and praised their work. She was thrilled to be able to get fix her issue on a Sunday, a day when the library is not open.
- Legislative session going well. The main bills are per capita funding increases for FY24-27.
 - 2 bills for Dolly Parton Imagination Library; one specifically for Charles County and another that expands the Baltimore City Young Readers program to \$500,000/year. This would be available for other libraries with a local match.
 - Feb 23 at 8:45 will be a conversation with MD legislators. ED Willson will share more information when it becomes available.
- There have been an increase in incidents in Prince Frederick. Staff have had to have more redirection conversations with customers regarding drinking in public.
- ED Willson noted that Bonusly, the newly acquired staff recognition program, started on Monday, February 14. ED Willson is enjoying reading the recognitions given among the staff.

FY22 Budget – Period 7 report

ED Willson shared the FY22 Budget electronically. ED noted that expenditures were pretty normal. Mr. At Lee noted an increase in vehicle expenses and repair and asked whether there would be adequate funds in that account to cover the rest of the year. ED Willson stated that some of these repair charges are under manufacturer warranty and will be reimbursed.

Action Items

Action Items from prior meetings	Responsible Party	Due Date
Salary Study – front-line staff	Willson	September 2022
Development Officer	Willson	See Director’s report

ED Willson shared that the RFP due date for the statewide salary study had been extended and that the lack of bids may be due to the complexity of the request. Depending on whether bids are received, the team may need to reconsider the statewide approach and break the grant into regional studies instead.

Reports

Friends of the Library

Ms. Grahame shared that the Friends of the Library had their annual meeting and elected officers. The Friends will donate \$30,000 for Twin Beaches branch and are in a very healthy financial state due to ongoing sales of books in the café at PF. Friends will not hold their scheduled book sale in March. Instead, every Wednesday in March there will be a buy one get one free up to \$20. Friends are planning on a May book sale, date is not set as yet. Friends are raffling off knitted creations by Pat Hofmann that will be on display at PF in March and April.

SMRLA

Ms. Grahame shared that the Southern Maryland Regional Library Association (SMRLA) held a meeting. They discussed the regional statute which is still being fine-tuned. Corporate meeting will be held March 8 at 10:00am via Zoom. The BOLT will be invited to the corporate meeting. Evening meetings are being considered via Zoom to attract more young professionals to the Board. SMRLA Board will meet in April with the new officers and will meet every other month thereafter. Mr. Crupi will stay on for another three-year term.

Foundation

Mr. Crupi reported that the Foundation will have a meeting tonight.

Announcements/Other

BOLT Focus group with Widerstand Consulting will be 4:30pm Thursday. Invite to BOLT members should be in your email from Colleen.

Next Meeting

The next meeting will be on Tuesday, March 15, 2020 at 4pm via Zoom
March 8 - SMRLA Corporate Meeting

Public Comment

No public comment at this time.

Adjournment

Meeting adjourned at 4:56pm.

Respectfully submitted,

Beverly Izzi