

**Board of Library Trustees
March 15, 2022 at 4:00 pm
Online via ZOOM
Minutes**

Present:

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

Absent:

Martha Grahame

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 February 15, 2022 Board of Library Trustees (BOLT) meeting as modified. Mr. Alves seconded the motion.

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

COVID Policy – Paid Sick Leave

Executive Director (ED) Willson noted that the BOLT had generously extended the Families First Coronavirus Response Act provision of up to two weeks paid sick leave for staff that contracted COVID-19 past the December 31, 2020 federal expiration date. This has been tremendously appreciated by staff. Now that the pandemic has shifted to a new phase, ED Willson suggested that it was appropriate to end this form of paid leave. Mr. Alves made a motion to approve taking this provision out of the library's COVID policy. Mr. Parran seconded the motion. Motion passed unanimously.

Budget Adjustment – AV repairs to meeting rooms

ED Willson reminded the BOLT that the library had received a \$ 40,000 Equitable Wi-Fi Access grant from Md State Library (MSL) for FY22. She explained that MSL had approved a plan to shift that grant slightly to cover both outdoor furniture for visitors using WiFi outside the

building as well as materials for the Bookmobile. This will free up funds replace the A/V equipment in the meeting rooms at Calvert Library Prince Frederick which are no longer functioning as designed. This is consistent with the spirit of the grant which is intended to extend the library outside its walls. The additional funds needed for the AV project are available to move to Contracted Services from Furniture and Office Equipment. ED Willson proposed the following budget adjustment:

From: 321-31100 Furniture and Office Equipment **\$22,736.72**

To: 321-27515 Contracted Services **\$22,736.72**

From: 321-27910 Hardback Books **\$20,000**

To: 321-27515 Contracted Services **\$20,000**

Mr. Parran made a motion to approve the budget adjustment. Motion seconded by Mr. Alves. Motion passed unanimously.

Vacation rollover – allowable amounts

ED Willson shared that many staff have not been able to take vacation this past year. She asked the BOLT to approve one week of additional vacation to rollover from FY22 to FY23. This would be the last year for additional rollover of vacation leave due to the pandemic. Mr. At Lee moved to approve one additional week of vacation leave be rolled-over. Mr. Crupi seconded the motion. Motion passed unanimously.

Director's Report

Director's written report

ED Willson highlighted the following items from her written report:

- Casey Ketchum will replace Karen Mauser at Prince Frederick, Julie Nicholson at Fairview has resigned and will continue as a substitute, her position is being posted publicly. Emily Wallace, full-time children's librarian at PF has also resigned and her position has also been posted publicly.
- COVID statistics are encouraging; case numbers and positivity rates are still low. There has been a case of the BA2 in the county. Dr. Polsky is hopeful that cases remain at lower levels for a period of time.
- Storytime Inside and Outside began this week with 71 in attendance at Storytime Outside.
- Eating in the library is again allowable, but no eating at computers will remain in place.
- Maryland Library Legislative session – library bills are doing well. Increases for public and regional libraries passed the Senate and is now in the House. There should be an update on that soon.
- House Bill 1225, is to enable collective bargaining for Harford County Public Library. The bill sponsor introduced an amendment the day before the hearing

- proposing that it be a state-wide bill. This would eliminate the Howard County collective bargaining law that passed in 2013. It is not a well-written bill.
- Public Library Association conference is next week (6 staff are going) and the Maryland Library Association conference is in May almost 15 staff are attending. Bev and Latoya will be traveling to Long Beach, CA later this week to do a SEED Grant site visit.
 - Paying for hot-spot data renewals: Lee Greely from Charles County Public Library and Ashley Teagle, SMRLA CEO are putting together a Digital Equity grant to fund data renewals for all three counties for FY23.
 - ED Willson is seeking to formalize a MOU with the CCPS so that CRAB cards will continue smoothly with a new Superintendent.
 - County staff got restored steps from FY10 and FY11 in January. ED Willson has briefed the new Finance staff so that library staff are included in any raises for county staff per the Library/County Operating Agreement. It is the county's intention to include the FY12 restored step in the FY23 budget.
 - State library statute – changes to the Regional statute have been approved by the MD State Library Board and will go to the Governor's Office to be submitted next legislative session.
 - Final report for the Anti-Racism Audit done by Widerstand is complete. The team will meet this Friday to review the final report with the auditors.

Twin Beaches Branch update

Funding commitment letters from the Friends and Foundation have been submitted to the County to help show “money in the bank” for the bid award.

FY22 Budget – Period 8 report

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

Staff recommended FY23 budget

ED Willson stated that County Administrator Mark Willis moved all new Twin Beaches position requests to FY24. Willson presented the library's new requests which were moved forward in the Staff Recommended Budget to the Board of County Commissioners at this morning's BOCC work session: \$1,000 to add passport services at Southern Branch, \$25,000 for a contractor for capital campaign, \$1,000 for Our Calvert website. \$8,050 for maintenance of the library app. \$50,000 for downloadable materials. \$27,500 for computer hardware.

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
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Salary Study – Frank and Associates selected for this project. Carroll County Public Library which is managing the MD State Library grant for this project will complete a contract soon and work will begin. There will be no cost to the participating libraries.

Reports

Friends of the Library

Ms. Cano shared that the Friends of the Library budget is looking good. Book sale is going well. The Friends are working on an online, on-demand printing store, as another fundraising project.

SMRLA

Mr. Crupi shared that the Southern Maryland Regional Library Association (SMRLA) held their Corporate meeting and a SMRLA Board meeting on March 8. Mr. Crupi was elected President of the SMRLA Board, Beth Roth from St. Mary's County is Vice President, and Martha Grahame continues as Treasurer.

Foundation

Mr. Crupi resigned his position from the Foundation but will continue to support their efforts. ED Willson share that the Foundation meets tonight and that they will look at the naming policy and new logo, their social media and web presence and they are working on award dinner in September.

Announcements/Other

Mr. Parran shared that the State Library Board had voted to approve the changes to the State Statute for Regional libraries. The changes will go to the Governor's office for consideration next Legislative Session.

Next Meeting

The next meeting will be on Tuesday, April 19, 2022 at 4pm via Zoom

Public Comment

No public comment.

Mr. At Lee made a motion to move to Executive Session for the reason stated in the minutes at 4:44pm. Mr. Crupi seconded the motion. Motion passed unanimously.

Executive Session – Closed to the public pursuant to Section 3-305 of the State Government Article of the Annotated Code of Maryland
 -Two 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.

BOLT members in attendance at the regular meeting plus the Executive Director participated in the Executive Session. The matters provided for in the public announcement, and only those matters, were discussed. The BOLT voted unanimously to make two personnel grade changes, and to ask the Executive Director to obtain examples of certain policy statements from other Libraries for consideration at the April BOLT meeting.

The BOLT returned to the public meeting following the Executive Session.

Adjournment

President Lewis adjourned the meeting at 5:16pm.

Respectfully submitted,

Beverly Izzi