

Board of Library Trustees
April 19, 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 & Welcome Guests:

Meeting called to order at 4:04pm by President Lewis.

Minutes

Mr. At Lee made a motion to approve the minutes for the March 15, 2022 Board of Library Trustees (BOLT) meeting as modified. Mr. Crupi seconded the motion. Motion approved unanimously.

Mr. Parran made a motion to approve the minutes of the Executive Session of the March 15, 2022 BOLT meeting. Mr. Crupi seconded the motion. Motion passed unanimously.

President's Report

President Lewis welcomed all to the BOLT meeting. He shared that the BOLT will be having a work session in June to discuss the recommendations in the Widerstand report for the BOLT as well as the Board recommendations in the Maryland State Library Board Effectiveness report that has not been released yet.

Danielle Songi is attending the BOLT meeting as a part of her Library Associate Training Institute (LATI) course work.

Unfinished Business

No unfinished business at this time.

New Business

Consolidated COVID documents

Executive Director (ED) Willson shared that the COVID Standards have been consolidated. She noted that there is nothing new. They have been slimmed down to the latest “return to work” protocols.

Mr. At Lee made a motion that the proposed COVID documents as revised be approved with the understanding that any contemplated significant change to the documents will ordinarily be

provided to BOLT members sufficiently ahead of implementation to allow BOLT members the opportunity to request BOLT consideration, by special meeting if necessary, before implementation. Ms. Grahame seconded the motion. Motion passed unanimously.

Eliminate Marina Inter-library loan overdue fines

ED Willson shared that no other county in Maryland is charging fines for overdue Marina items. Willson noted that when Calvert Library became the second library in the state to go fine-free, other MD libraries requested that we continue to charge fines for overdue Marina items. However, as those libraries eventually went fine-free, they did not keep the Marina fine. She stated that this is a good example of the need to revisit policy on a regular basis. Grahame made a motion to eliminate fines for overdue Marina Inter-Library loan items. Motion was seconded by Mr. Parran. Motion passed unanimously.

Budget Adjustment – State funding increase for FY23

ED Willson shared that Calvert Library will be getting an additional \$10,264 in state per capita funding in FY23. She proposed adding these additional funds to Contracted Services to be used toward Unique Patron Services.

Mr. Crupi moved to add the additional \$10,264 to Contracted Services for Patron Services. Mr. Parran seconded the motion. Motion passed unanimously.

Director's Report

Director's written report

ED Willson highlighted the following items from her written report:

- The Disclosure of Customer Records Policy was last approved in 2009, Circulation Supervisors are working on updates to this policy to bring to the BOLT
- Annual report has been posted on the Calvert Library website. This link will be sent to the BOLT electronically <https://calvertlibrary.info/wp-content/uploads/2022/04/annual-report-FY21.pdf>
- Bid award is in the County Attorney's office for review before being added to the BOCC agenda. ED Willson hopes to have the bid award on their 4-26-22 agenda
- New hire Calvin Crunkleton will be part-time Public Services Librarian at the Fairview Branch
- Full time Children's position at Prince Frederick will be filled by Tressa Dunn
- The Board of County Commissioners (BOCC) voted on 4-12-22 to include a 17% market adjustment to County employees' pay scale for FY23. This will not be official until the budget is approved in June
- A Memorandum of Understanding (MOU) was signed with Calvert County Public Schools (CCPS) for the virtual Calvert Research Access Books (C.R.A.B.) cards that all Calvert County Public School students have
- One response was received for the Development/Fundraising RFP. It is being reviewed now.
- Governor Hogan along with his wife, Yumi, visited Calvert Library Prince Frederick this past month. BOLT President Lewis and member Martha Grahame were in attendance. ED Willson was at the Public Library Association Conference in Portland, OR at the time. Colleen Cano led the tour and was praised by Ms. Grahame for her excellent job. The Hogans and the governor's staff toured the library, reviewed the plans for the new

Twin Beaches Branch, toured the bookmobile and stopped in on the Pins & Needles group.

Mr. At Lee was pleased to note that Public Services Librarian Mikaela Clark is getting the Transforming Communities Grant up and running. The first “productive community discussion” is 4-21-22 at Mully’s.

FY22 Budget – Period 9 report

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

Widerstand presentation on Anti-Racism Audit Report

Dr. Tobin Shearer shared the methodology and background of the Anti-Racism Audit produced by Widerstand and fielded questions from the BOLT. The findings point to areas the Library can address to remove barriers to make the resources of the library available to the entire community. Dr. Shearer thanked the staff and BOLT members involved in the process and praised the library and Board for being willing to take on the work of identifying and dismantling systemic racism.

Action Items

Action Items from prior meetings	Responsible Party	Due Date
Salary Study – front-line staff	Willson	June 2022
Development Officer	Willson	See Director’s report
Policy samples for BOLT	Willson	BOLT work session

Reports

Friends of the Library

Ms. Grahame shared that the Friends had a good meeting last week. They are not having a book sale in May due to the low amount of books on hand. She noted that the Friends do not typically meet June – August, though they usually have dinner in June which includes spouses and family.

SMRLA

Mr. Crupi shared that the Southern Maryland Regional Library Association (SMRLA) held a meeting April 12. **An actuarial study was done for retirement benefits.** In the future, the SMRLA Board will meet every other month.

Foundation

ED Willson noted that the Foundation meets this evening. An MOU to define the relationship between the library staff, the Foundation and the development/fundraising consultant is being drafted. She shared that there are new members on the Foundation and they will be planning a work session to work through parts of the upcoming capital campaign. Their web site has not been updated since before the pandemic.

Next Meeting

The next meeting will be on Tuesday, May 17, 2022 at 4pm via Zoom

Public Comment

No public comment.

Adjournment

President Lewis adjourned the meeting at 5:22pm.

Respectfully submitted,

Beverly Izzi