

**Board of Library Trustees**  
**May 17, 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  
Carrie Willson, Executive Director  
Beverly Izzi, Recorder

**Absent:**

Wilson Parran

**Call to Order & Welcome Guests:**

Meeting called to order at 4:01pm by President Lewis.

**Minutes**

Mr. Alves made a motion to approve the minutes for the April 19, 2022 Board of Library Trustees (BOLT) meeting as modified. Ms. Grahame seconded the motion. Motion approved unanimously.

**President's Report**

President Lewis welcomed all to the BOLT meeting.

**Unfinished Business**

No unfinished business at this time.

**New Business**

**Updated COVID documents**

Executive Director (ED) Willson shared that the COVID Standards have been updated. She noted that staff had reviewed the CDC site and added additional clarifications.

Mr. At Lee made a motion that the proposed COVID documents be approved as amended in this meeting. Mr. Alves seconded the motion. Motion passed unanimously.

**Twin Opening PT to FT proposal**

ED Willson proposed that the open part-time position at the Twin Beaches branch be expanded to a full-time position in preparation for the new, larger Twin Beaches branch.

Ms. Grahame made a motion to change the open PT Twin Beaches Public Services Librarian position to a FT position. Mr. Alves seconded the motion. Motion passed unanimously

### **PF mosaic mural**

ED Willson noted that the proposed mosaic mural for outside of the Calvert Library Prince Frederick location has received a favorable staff review from the Architectural Review Board and will move on to be considered by the Planning Commissioner. It will then need to go to Board of County Commissioners (BOCC) for approval if the BOLT also supports the project.

Mr. Crupi made a motion to approve the mosaic mural. Ms. Grahame seconded the motion. Motion passed unanimously.

Proposed renderings will be sent on to the Friends of the Library as they have also been asked to help supplement the grant funding by paying for supplies for the project.

### **Sick Bank Policy**

Mr. At Lee made a motion to remove the word “incapacitating” from the Sick Bank Policy. Mr. Crupi seconded the motion. Motion passed unanimously.

### **FY23 Salary Scale**

Mr. Alves made a motion to accept the proposed FY23 Salary Scale. Mr. At Lee seconded the motion. Motion passed unanimously.

The BOLT was pleased to be able to approve this motion as it contains a notable salary increase for staff.

### **Development RFP – staffing proposal**

Mr. At Lee made a motion that the bid for a Development officer for Calvert Library be rejected and instead authorize the Executive Director to hire a 2-year development position that would be trained by Calvert Library senior staff to raise money for the new Twin Beaches Branch. Mr. Alves seconded the motion. Motion passed unanimously.

### **End of year spending and budget adjustments**

Given that the \$70,000 the BOLT previously approved be moved out salary and into contracted services for the contractual Development position is no longer necessary; she requested authority to spend those unused funds on other items. Spending may include prepaying for digital materials and pre-pay for Unique Patron Services.

Ms. Jones made a motion to give the Executive Director discretion to expend the \$70,000 as needed in Contracted Services. 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:

- 2 of 6 staff members infected with COVID are back to work and another 2 should be back next week.
- Ed Dorsey, long time Secretary of the Friends of Calvert Library, passed away last week and will be deeply missed
- Joe Schwartz at Scheibel Construction will be the project manager for the new Twin Beaches branch
- Board Effectiveness study has not been finalized as of yet
- Friends and Foundation will be creating Memorandums of Understanding (MOUs) with Calvert Library. Foundation MOU is in process, Friends MOU will be addressed in the fall
- A portable trailer will soon be installed at Fairview for early voting
- MD Broadband Demonstration grant has been submitted to pay for the fiber to North Beach for the new library
- A schedule of the Policy updates and management of the process has been taken on by Assistant Branch Manager Emily Mudd. A draft edition is in the May Board packet.
- BOCC budget hearing is 7pm tonight at Harriet Elizabeth Brown Community Center

### **FY22 Budget – Period 10 report**

ED Willson noted that budget is in good shape and end-of-year spending is underway.

### **Action Items**

<b>Action Items from prior meetings</b>	<b>Responsible Party</b>	<b>Due Date</b>
Salary Study – front-line staff	Willson	June 2022
Development Officer	Willson	On New Business agenda
Policy samples for BOLT	Willson	BOLT work session June 21

### **Reports**

#### **Friends of the Library**

Ms. Grahame shared that the Friends are coming to the end of the year. Friends of the Library are mourning the loss of long-time member Ed Dorsey. They will have their end of year dinner next month.

#### **SMRLA**

Mr. Crupi shared that the Southern Maryland Regional Library Association (SMRLA) did not have a May meeting. They are preparing for new member orientation June 9.

#### **Foundation**

ED Willson noted that the Foundation is doing well. They will meet this evening. MOU is being drafted and an awards dinner is being planned in honor of Pat Hofmann September 17.

**Next Meeting**

The next meeting will be on Tuesday, June 21, 2022 at 4pm at Jefferson Patterson Park, MAC Lab meeting room following the board work session that begins at 9:00am.

**Public Comment**

No public comment.

**Adjournment**

President Lewis adjourned the meeting at 4:35pm.

Respectfully submitted,

Beverly Izzi