

**Board of Library Trustees  
August 16, 2022 at 4:00 pm  
Online via ZOOM  
Minutes**

**Present:**

Jeffrey Lewis, President  
Kip At Lee, Secretary  
Martha Grahame  
Wilson Parran  
Carrie Willson, Executive Director  
Beverly Izzi, Recorder

**Absent:**

Doug Alves  
Ron Crupi  
Rachel Jones

**Call to Order & Welcome Guests:**

Meeting called to order at 4:02pm by President Lewis.

**Minutes**

Mr. At Lee made a motion to adopt the minutes for the June 21, 2022 Board of Library Trustees (BOLT) meeting. Mr. Parran 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**

**Salary Study results – Frank and Associates presentations/Q&A**

Frank and Associates fielded questions regarding the statewide Salary Study they conducted. The study reflected the July 2022 market adjustment and step increase approved by the Calvert County Board of Commissioners. Data from some of the other systems may or may not accurately reflect FY23 increases. As a generalization, overall Calvert Library is either solidly in the upper middle, or ahead of neighbors, in terms of library salaries for the positions that were comparable between systems. These positions included Public Service Librarians, Assistant Branch Managers, Branch Managers and Library Assistants. The consultants pointed out that the Board may wish to investigate unique positions not covered by the study separately and that the study did not address compression within a salary range.

**Director's Report**

**Director's written report**

ED Willson highlighted the following items from her written report:

- Staffing movements – PT staff at Southern, Lisa Railey, became the Development Officer for Calvert Library. She was replaced at Southern by James Angle. Cree Haynes and Sandy was hired as a new substitute. Calvin Crunkleton moved from PT at Fairview to full-time at PF. Katie Kinzer was hired to fill his spot at Fairview. Lisa Slayton, Assistant Branch Manager of the Southern branch is retiring at the end of September. ED Willson is thinking about new staff for Twin Beaches branch
- COVID update – As of August 12, there is new CDC guidance. Our standards have been updated and sent to Dr. Polsky for review
- Twin Beaches Branch still waiting on BG&E to move the second line before piles can be drilled.
- Parran Collery has been mapping out the mosaic mural at Calvert Library Prince Frederick
- Notice of Grant Award is still in progress at the State office of Broadband - this is for the \$120,000 grant for aerial fiber to the new Twin Beaches.
- Foundation Awards dinner moved to March 18, 2023\*\*\*\*
- Summer Reading t-shirts for the BOLT are at Calvert Library Prince Frederick
- ED Willson noted that our Worker’s Comp Insurance company is disputing a claim. The employee involved has an attorney.
- ED Willson noted that there have been a number of material challenges to libraries across the country. She will have an Intellectual Freedom education segment at the next BOLT meeting. Mr. At Lee asked that this include key parts of MLA and ALA positions on the topic.

**FY22 Budget – Period 12 report**

ED Willson shared the FY22 Budget electronically. She is waiting for the final report from the County. At present it looks like several restricted funds are overspent but the organization as a whole came in under budget.

**FY23 Budget – Period 1 report**

ED Willson shared the FY23 Budget electronically. She noted that the County is moving Calvert Library’s budget from the General Fund to Special Fund which is appropriate since we are not a county department. This change should not affect our Operating Agreement with the County: ED Willson will confirm this in writing.

**Action Items**

<b>Action Items from prior meetings</b>	<b>Responsible Party</b>	<b>Due Date</b>
Salary Study – front-line staff	Willson	resolved
Disclosure of Customer Record	Willson	Tabled – looking for input from the State Library and possible Attorney General
Policy samples for BOLT	Willson	Tabled indefinitely

## **Reports**

### **Friends of the Library**

Ms. Grahame shared that the Friends are on summer break. Books are still on sale at the café in the library in Prince Frederick.

### **SMRLA**

Ms. Grahame shared that the Southern Maryland Regional Library Association (SMRLA) meeting last week was canceled and will be rescheduled.

### **Foundation**

ED Willson noted that the Foundation Awards dinner has been postponed. Lisa Railey will be able to assist with planning of events like the Awards Dinner. The BOLT should be prepared to provide a list of donor names for the Capital Campaign.

### **Next Meeting**

The next meeting will be on Tuesday, September 20, 2022 at 4pm via Zoom

### **Public Comment**

No public comment.

### **Adjournment**

President Lewis adjourned the meeting at 5:13pm.

Respectfully submitted,

Beverly Izzi

\*\*\*\*The Foundation Awards Dinner was later moved to March 11, 2023.