

Calvert Library
Minutes – Board of Library Trustees
April 11, 2023 at 4:00 pm – via Zoom
Minutes

Present:

Jeffrey Lewis, President
Ron Crupi, Vice President
Kip At Lee, Secretary
Doug Alves
Wilson Parran
Martha Grahame
Carrie Willson, Executive Director
Sandy Hunting, Recorder

Call to Order

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

Approval of Minutes

President Lewis called for comments or questions regarding the BOLT meeting minutes of March 21, 2023. There being none, Ms. Grahame motioned to approve. Mr. Alves seconded. Motion passed unanimously.

President’s Report

No report

Unfinished Business

Telework policy revision

Mr. At Lee suggested a revision to page 2 of the document to clarify worker’s comp insurance as it pertains to telework. The statement will read “Checking this box indicates that the above work area is used only for telework for Calvert Library. Worker’s Compensation insurance will not apply if work is not accomplished in this designated space or is accomplished during times other than designated hours.”

Mr. Crupi moved to approve the telework policy with the proposed revision. Mr. Alves seconded. Motion passed unanimously.

Customer Expectations Revision – Draft

With input from the Executive Committee of the BOLT, the following weapons statement was developed, “No unlawful weapons are permitted on Library property. No weapon may be displayed or used to intimidate any person on Library property. This policy does not apply to law enforcement officers performing their duties. Other exceptions may be made by the Executive Director for educational purposes, with due care for public safety.”

BOLT members agreed that the new language removed any need to include reference to concealed carry permit holders. Mr. Parran suggested a clarification to identify how “unlawful weapons” were defined. Mr. At Lee suggested the following addition, “No unlawful weapons,

as determined by the state of Maryland, are permitted on Library property. No weapon may be displayed or used to intimidate any person on Library property. This policy does not apply to law enforcement officers performing their duties. Other exceptions may be made by the Executive Director for educational purposes, with due care for public safety.”

Mr. At Lee suggested the following addition to the policy on Smoking/Vaping/Tobacco/Drugs/Alcohol to allow for library sanctioned events: “Occasional exceptions to allow limited use of alcohol for organizational events during non-public hours may be granted by the Executive Director.”

Mr. At Lee further suggested a change to the Service Animals section to read, “The current definition of Service Animals according to the ADA will be maintained at the Service Desk of each library location.” This will allow for any subsequent changes to ADA policy on service animals.

With these revisions, Mr. At Lee moved to adopt the Customer Expectations Policy. Mr. Crupi seconded. The motion passed unanimously.

New Business

BOCC Budget for FY24

ED Willson requested assistance in reaching out to BOCC members in support of the library’s FY24 budget requests for new positions for the Twin Beaches branch. Mr. Parran will reach out to the County Administrator and Deputy County Administrator for more information and will share with the BOLT. At that time, members will reach out the BOCC members individually. ED Willson provided talking points for the Board in the New Business document.

Fairview and PF closures for building work

The Fairview Library is getting a new circulation desk which is scheduled to be installed on May 22. The old desk must also be disassembled and removed. In order to limit library closure to just one day, ED Willson asked for approval to pay overtime to have crews work to remove the current desk on Sunday the 21st; allowing for the branch library to be closed just on May 22 (with curbside pickup still available), and reopen on May 23, even if all technology is not fully operational. Mr. Alves moved to authorize the overtime expenditure. Mr. At Lee seconded. The motion passed unanimously.

ED Willson also gave a heads up on a carpeting project which will necessitate the closure of the Prince Frederick Library for perhaps as much as 10 days. Timing and actual closing time to be determined.

Director’s Report

Director’s written report

ED Willson welcomed Katie Kizzier who is attending the BOLT meeting as part of her LATI training. She also added to her written report that the Mobile Services team has added two new community bookmobile stops for a total of 24 and will be attending several local festivals and events in the coming weeks. She also reported that the Maryland Library Association Annual Conference is fast approaching if any BOLT members are interested in attending. Finally, Book

Brawl, the bracket style book competition just held by the Collection Marketing Team, was a big success with over 3,000 votes counted. Congratulations go to Team Romance!

Twin Beaches Branch update

Project is progressing nicely. Installation of roof beams began this week. Supplies and sub-contractors are in place for the next few phases of the project which lead the ED to expect that the estimated completion date may actually be reliable. We are on-target for completion in early February with library grand opening sometime in March. Lisa Railey reported that approximately \$80,000 has been raised thus far in the capital campaign less the expenses from the Awards Dinner which have not been calculated. A Twin Move Team is having regular meetings to address all of the pieces outside of the actual construction that need to be done for the new building (communications and marketing, hiring a moving company to move books and existing equipment, purchasing storage shelving, identifying what will go on display pieces, programming, maker space equipment and programming, new copiers, vending machines, etc.). A public survey will be distributed soon via email, town newsletters and in-person in the branch to get input on desired equipment and programming in the new building.

Dunkirk Master Plan Revisions

ED Willson has been asked to draft the library’s contribution to the Dunkirk Master Plan which she will share with the BOLT. Draft chapter is due May 1. One option that has come up in master plan discussions is siting a new Fairview Branch in the Dunkirk Town Center possibly as a joint community or senior center. ED Willson also expressed to the Planning and Zoning team that the current location in Chaneyville is ideal for commuters, is located close to Northern High and Northern Middle, property is County owned and has room for expansion. Board members agreed that any plan to move the library into Dunkirk should be submitted as a formal proposal to the BOLT for consideration.

FY23 Budget – Period 9 report

Very little change to the budget as the county finance office was closed for much of the month for a software conversion.

Action Items from prior meetings	Responsible Party	Due Date
Calvert Library Foundation – Campaign proposal	Foundation Board	Foundation Board meeting next week—President Lewis to reach out the Foundation President Deacon to request a proposal before the next BOLT meeting.
FY 24 budget for fuel	Finance	unknown

Reports

Friends of the Library

Pub Quiz was a very successful event raising \$6,500 before expenses. Congratulations to the Friends. The possibility of a fall Pub Quiz date is being explored.

SMRLA

Mr. Crupi reported that SMRLA's FY24 budget has been approved and includes some additional funding for county systems. He further reported that SMRLA is looking at bylaw changes as the result of new legislation, but that the changes will not be as drastic as previously thought. A last-minute amendment to the Regional legislation changed the number of Board members from each county from one back to two (which is the current bylaw of SMRLA). (In both the current and proposed law, there are three board members representing each county.)

Foundation

Nothing to report; they did not have a quorum at their last meeting.

Announcements/Other

None

Public Comment

None

Next Meeting

May 16, 2023 via Zoom

Adjournment

Meeting adjourned by President Lewis at 4:48pm

Respectfully submitted,
Sandy Hunting, Recorder