

**Calvert Library
Board of Library Trustees Minutes
June 20, 2023 at 4:00 pm – via Zoom**

Present:

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

Call to Order

Meeting called to order at 4:00pm by President Lewis.

Approval of Minutes

President Lewis called for comments or questions regarding the BOLT meeting minutes of May 16, 2023. Mr. At Lee submitted a revision to the minutes that was ultimately withdrawn after discussion. Mr. Crupi moved that the minutes be approved as written with a minor word-choice correction from Mr. Parran, Mr. Parran seconded. The motion passed unanimously.

May 16, 2023 Executive Session Minutes—President Lewis recommended delaying approval of these minutes to Executive Session.

President’s Report

President Lewis thanked the Board for their e-votes to close the Calvert Library Twin Beaches Branch at 5pm on July 3 for the town fireworks display. The staff is also very appreciative.

Unfinished Business

ED Willson presented clearer language for the revised Comp time policy for the Staff Handbook. Ms. Grahame moved to approve, Ms. Jones seconded. The motion passed unanimously.

New Business

End of Year Budget Adjustments

ED Willson requested formal BOLT approval of four End of Year Budget Adjustments that had already been completed per the Director’s authority to make Budget Adjustments under \$5,000.

May 23, 2023
From Contracted Services \$520
To: Furniture and Fixtures \$520
For: New chair for circ desk at Southern Branch

June 2, 2023

From: Postage and Meter \$2,000

To: Comcast Cable \$2,000

For: Unspent funds moved to pay for upgraded Comcast service

June 2, 2023

From: Contracted Services \$2,117

To: Comcast Cable \$2,117

For: Unspent funds moved to pay for upgraded Comcast service

June 5, 2023

From: Promotional Advertising \$1,800

To: Printing and Office Supplies \$1,800

For: Business card and assorted office supplies. SMRLA paid for Summer Reading promotions

Mr. At Lee motioned to approve all four budget adjustments, Mr. Parran seconded. The motion passed unanimously.

FY24 State Capital Grant

ED Willson reported that the Governor's Budget included an additional \$567,000 to offset cost escalation on the new Twin Beaches project in addition to the original \$287,000 grant request for furniture and fixtures. The Board of County Commissioners must formally vote to accept the funds, but she requested the BOLT also approve the addition to the project. Mr. Crupi motioned to accept an additional \$567,000 state capital grant to the Twin Beach project, Ms. Jones seconded. The motion passed unanimously.

Extending the FY21-24 Strategic Plan

ED Willson requested an extension of the current strategic plan to FY25 to allow for pandemic delays and the anti-racism work that the library has taken on. Planning would start in FY24 for a new strategic plan. Ms. Grahame moved to approve the extension of the current strategic plan to FY25, Mr. Parran seconded. The motion passed unanimously.

Tuition Reimbursement – Staff Handbook - revised policy

ED Willson presented a revision to the staff handbook regarding tuition reimbursement that would extend the benefit to substitute librarians and would change the length of service to receive the benefit for all to six months employment to provide for additional career ladders. Mr. Parran made a motion to approve the proposed revision in order to open discussion, Mr. At Lee seconded. Discussion included inquiries about the number of hours substitutes work at the library and their contributions to the library as a whole. It was understood that substitutes are incredibly valuable to the operation of the library. After discussion, Mr. At Lee with Mr. Parran in agreement, offered a friendly amendment to the motion to include substitutes in the tuition reimbursement benefit but to leave the term of service to receive the benefit at one year. The motion passed unanimously.

Step and COLA – FY24 Budget

The Board of County Commissioners has included a step increase and 3% COLA in their FY24 budget. ED Willson requested that the BOLT formally approve this increase for library staff including substitute librarians who have not been included in the past. Mr. At Lee motioned to approve a step increase and 3% COLA for all full time, part time and substitute library staff. Mr. Parran seconded. The motion passed unanimously.

Disclosure of Customer Record – Privacy Policy revision

A new Maryland law was passed that could affect Calvert Library’s policy on the disclosure of customer records. Mr. At Lee commented that more time and thought is needed to review this policy and motioned to table the discussion until the August meeting. Mr. Parran seconded the motion and it passed unanimously.

Director’s Report

Twin Beaches Branch update

In addition to her written report, ED Willson relayed that there were 475 responses to the Twin Beach community survey and respondents are very excited about many aspects of the new building and its programming. Twin Beach staff attended the Dragon Boat Festival in North Beach, spoke to 300 people and handed out 162 books. This staff also heard great comments and excitement about the new branch. In regards to the Twin Building Project, ED Willson and a team have been reviewing the signage package and electrical plans to double and triple check details for construction.

FY23 Budget – Period 11 report

ED Willson presented—no further questions or comments.

Action Items from prior meetings	Responsible Party	Due Date
Q3: Director’s goals update	ED Willson	August 2023

Reports

Friends of the Library

Ms. Grahame reported the group’s final dinner for the year was well attended. The next Friends meeting will be in September.

SMRLA

Mr. Crupi relayed that a closed door meeting was held regarding personnel issues—nothing to report.

Foundation

ED Willson reported that the Foundation continues to work with Lisa Railey on the capital campaign and have begun to plan for next year.

Next Meeting

August 15, 2023 at Calvert Library Southern Branch

Announcements

No further announcements

Public Comment

No Public Comment

Executive Session

Mr. AtLee made a motion to move to Executive Session for the reason stated in the minutes at 4:55pm. 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
-Three 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 participated in the Executive Session. The Director's updated goal report was discussed. No votes were taken.

The BOLT returned to the public meeting at 5:38 following the Executive Session.

Adjournment

President Lewis adjourned the meeting at 5:39pm.