

Calvert Library
Board of Library Trustees Minutes
August 15, 2023 at 4:00 pm – Southern Branch

Present:

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

Call to Order

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

Approval of Minutes

June 20, 2023 Regular Meeting

Mr. At Lee requested a clarification to the June 20th meeting minutes regarding the Tuition Reimbursement policy revision. Mr. At Lee moved to approve the June 20 meeting minutes as amended. Mr. Parran seconded. The motion passed unanimously.

August 4, 2023 Special Meeting

Mr. At Lee motioned to approve the August 4 Special Meeting minutes. Mr. Alves seconded. The motion passed unanimously.

June 20, 2023 Executive Session

Mr. At Lee shared the minutes of the June 20 Executive Session. Mr. Alves motioned to approve the minutes. Ms. Grahame seconded. The motion passed unanimously.

President's Report

Mr. Crupi shared reflections on the Calvert County Board of County Commissioners visit and tour of Calvert Library Prince Frederick on August 8. Executive Director Willson and staff shared a presentation on the new Twin Beaches library. The Board of Library Trustees (BOLT) discussed concerns over the upcoming staffing request for the new branch. At Jennifer Moreland's recommendation, ED Willson and managers at the Twin Beaches branch will develop a range of scenarios to represent the operations at the library at different staffing levels.

Unfinished Business

Disclosure of Customer Record – Privacy Policy revision

In light of new Maryland statute that will take effect in October regarding the privacy of customer records, the BOLT needs to re-examine the latest update to the Privacy and Confidentiality Policy. Mr. At Lee suggested that the BOLT request guidance from the State Librarian on two questions:

- Whether the language of the statute permits disclosure of a record to the parent or other legal guardian of a minor, or other person with diminished legal capacity, since--until

legal majority/capacity exists -- the guardian could be understood to have the authority to give such permission.)

- Whether in circumstances where the library has a need to obtain the assistance of a library patron regarding an official function of the library (e.g., recovery of library materials), the statute could be understood to allow direct communication with, and disclosure of relevant information to, the guardian of a library patron who is a minor or person of diminished capacity.

Mr. At Lee motioned that the discussion of the Privacy Policy be tabled until such time that guidance may be obtained from the State Librarian's Office on these questions. Mr. Parran seconded. The motion passed unanimously.

PF carpet replacement

The schedule for carpet replacement has not been finalized, but has been tentatively scheduled to begin on September 15th. ED Willson and staff are meeting with the vendor and County Buildings & Grounds staff on 8/18 to determine the best course of action. ED Willson asked the BOLT for leeway to close the Prince Frederick Library for the amount of time that is most efficient for the completion of carpet replacement. No vote was taken, but the BOLT did affirm that this leeway was within the operational purview of the Executive Director. Various scenarios for minimizing the impact on customers were discussed.

New Business

Materials Selection Policy update

Mr. At Lee motioned to table the decision on the Materials Selection Policy until the next meeting and to open the floor for discussion. Mr. Alves seconded. Mr. At Lee suggested changes to several sections of the Materials Selection Policy, particularly the Library Objective and Responsibility for Selection portions of the document and requested that more consideration be paid to the document before submittal for final approval. Additional questions were asked by Board members and ED Willson made note of the areas of concern. A vote was called on the motion to table approval of the Materials Selection policy until the next BOLT meeting. The motion passed unanimously.

Work Rules – Staff Handbook - revised policy

To avoid any misinterpretation of the work/time expectations statement in the staff handbook, Mr. At Lee suggested the following language: "Part-time and full-time staff are expected to work their assigned number of hours, submitting accurate timecards reflecting that, unless they have been approved to take leave without pay." Mr. At Lee motioned to approve the staff handbook revision as amended. Mr. Alves seconded. The motion passed unanimously.

Director's Report

Director's Written Report

ED Willson reported that Southern Branch Manager Patti McConnell will be retiring in December after 35 years of service. She further reported that interviews are being held for children's positions at Prince Frederick and a public services position at Southern.

Parran Collery has completed her studio work on the tile mural and is ready to plan the installation at Calvert Library Prince Frederick. A reception is tentatively planned for 2:30 on Tuesday, October 3.

ED Willson also shared an American Library Association Resolution put forward by the Maryland Association of School Librarians which recognized Calvert Library for the library's work in support of Calvert County Public School students and teachers.

Twin Beaches Branch update

A solution to the final ownership of aerial fiber planned to connect the new library has been found with help from SAILOR.

BOLT members are invited to tour the site of the new library—arrangements to be made with ED Willson.

A public hearing for the state capital grant will be held on September 19. ED Willson is working to get a date on the BOCC agenda for the FY24 per capita increase Budget Adjustment.

FY23 Budget – Period 12 report

The final financial report for FY23 is still unavailable in WorkDay.

FY24 Budget – Period 1 report

No comments or questions on the Period 1 FY24 budget report.

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 shared the excellent news that the Fair Board has agreed to donate use of the Fairgrounds building for fall Pub Quiz on November 17th.

SMRLA

Mr. Crupi reported that the SMLRA Board has been exploring recommendations based on the delivery study conducted by an outside consultant. He further reported that the Board is working on more beneficial investment strategies and updated bylaws.

Foundation

ED Willson reported that the Foundation's capital campaign has reached \$300,000 in donations. A request letter will be sent in September to continue the campaign.

Announcements/Other

ED Willson shared that she had met with county staff and a member of the County's Environmental Commission about doing more to make the windows of the new Twin Beaches branch bird-friendly. She also noted that Major Canning from the Calvert County Sheriff's Department will be attending the all-staff meeting on Friday, August 18th to further build the library's relationship with the Sheriff's Department.

Next Meeting

September 19, 2023 via Zoom

Executive Session

At 5:13pm, Mr. At Lee moved that the BOLT adjourn to Executive Session for the purposes stated in the agenda. Mr. Parran seconded. All board members present voted in favor of the motion.

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 plus the Executive Director participated in the Executive Session. The Director's Q3 goal update was discussed. No votes were taken.

The BOLT returned to the public meeting at 5:25 following the Executive Session.

Adjournment

Vice President Crupi adjourned the meeting at 5:26pm.

**Respectfully Submitted:
Sandy Hunting**