

**Calvert Library
Board of Library Trustees
September 19 2023 at 4:00 pm – via Zoom
Meeting Minutes**

Present:

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

Call to Order

President Lewis called the meeting to order at 4:00pm and welcomed all guests in attendance. Guests included three staff who are enrolled in the early start program for the Library Associate Training Institute and a graduate student from New York State who was observing the Board meeting.

Approval of Minutes

Mr. Parran moved to approve the minutes of the August 15, 2023 Regular Meeting. Mr. At Lee seconded. The motion passed unanimously.

Ms. Grahame moved to approve the minutes of the August 15, 2023 Executive Session. Mr. Alves seconded. The motion passed unanimously.

President's Report

David Johnson from Bolton, an HR consulting firm, made a presentation regarding the Time to Care Act including background on the legislation and options for employers in the state of Maryland. He focused attention on a Collaborative which has been formed by the Maryland Association of Counties, the Maryland Association of Boards of Education and the Maryland Municipal League which will be an alternative to the State Plan for paid family leave beginning in January of 2026. Mr. Johnson thanked Ms. Willson for her leadership in extending membership in the Collaborative to the public library systems in Maryland.

President Lewis announced that this year will be the last for Ms. Grahame on the Board of Library Trustees. He commended her for her twenty years of service to the library. The open position will be posted in the coming weeks with interviews possible in November and onboarding in January.

Unfinished Business

Materials Selection Policy update

Mr. At Lee offered two changes to language in the Materials Selection Policy for clarity and consistency. He also suggested that the Intellectual Freedom Endorsements be further clarified. A final draft of the policy will be distributed for review and email vote following the meeting.

New Business

2024 Holiday Schedule

ED Willson presented the 2024 Holiday Schedule. Mr. Alves motioned to approve. Mr. Parran seconded. The motion passed unanimously.

Loanable Technology policy clarification

ED Willson presented a request for language clarification in the Loanable Technology Policy to read, "A maximum of one hotspot, one Chromebook and one C-Pen may be checked out to a library account at one time." Ms. Grahame motioned to approve the change. Ms. Jones seconded. The motion passed unanimously.

Review and approval of Draft Capital Improvement Budget for FY25-FY30

ED Willson presented the Capital Improvement Budget with allocations for a replacement Fairview Branch, a shelter for the Bookmobile at Harriet Elizabeth Brown Community Center, lighting upgrades to the Prince Frederick Library and Library Technology Hardware. Mr. Alves motioned to approve the budget as presented. Mr. Parran seconded. The motion passed unanimously.

MOU with Friends of Calvert Library

ED Willson shared the MOU with the Friends of Calvert Library which had been edited by the Friends Board and stated that the Friends were taking an email vote to approve the final draft. Mr. At Lee motioned that if the Friends Board approved the MOU as submitted, President Lewis be given the approval to sign the document on the BOLT's behalf. Ms. Grahame seconded. The motion passed unanimously.

Time to Care Act

Following the presentation from Mr. Johnson, Mr. At Lee motioned that the Board of Library Trustees President sign a Letter of Intent to join the Collaborative. Ms. Grahame seconded. The motion passed unanimously. The BOLT will vote on signing the MOA at the October Board meeting.

Director's Report

Director's written report

ED Willson shared that the library was served a subpoena by the State Police requesting customer use information for a library hotspot. (The case regards a dispute between library customers.) Willson shared that the remaining money in the Digital Inclusion Grant is being spent to purchase additional Chromebooks and hotspots for circulation. She highlighted aspects of the Connected Devices Grant that she has worked on with County Government. The library will be the distribution partner for the grant which will run January-June. The purpose of the grant is to distribute 2,500 Chromebooks to income-qualified citizens. The library will partner

with the County and MD Extension to provide digital literacy and sign-up for the Affordable Connectivity Plan (ACP). Lastly, ED Willson stated that the Board of County Commissioners approved the addition of the state's per capita budget increase to Contracted Services at last week's BOCC meeting and the public hearing for adoption of the FY24 additional capital grant funds for the Twin Beaches project went smoothly this morning and those funds were adopted into the CIP budget.

Action Items from prior meetings	Responsible Party	Due Date
Privacy Policy Updates	County Attorney & ED	October? 2023
MOA for Collaborative alternative to TTCA	BOLT	October 17, 2023

Reports

Friends of the Library

ED Willson reported that Friends are working on their donation to the Twin Beaches project, new rugs for the entrance to Prince Frederick, adding book sale shelving to the Café in Prince Frederick and hosting a reception for the Waterways project which will include giving contributors copies of the book which has been completed.

SMRLA

Ms. Grahame reported that the SMRLA Board meets next on October 10.

Foundation

ED Willson reported that the Foundation is beginning to work on plans for the Donor Reception for the new Twin Beaches Library.

Announcements/Other

Tile Mural Reception – October 3 at Calvert Library Prince Frederick @ 2:30

Citizens for MD Libraries Annual Meeting – October 21 @ Bowie Branch of PGCMLS

Friends of Calvert Library Pub Quiz – November 17

Next Meeting

October 17, 2023 at Calvert Library Fairview Branch

Public Comment

None

Adjournment

President Lewis adjourned the meeting at 5:24pm.

Respectfully submitted,
Sandy Hunting
Recorder