

Calvert Library
Board of Library Trustees Minutes
November 21, 2023 at 4:00 pm – Calvert Library Prince Frederick

Present:

Jeffrey Lewis, President
Ron Crupi, Vice President – via Zoom
Kip At Lee, Secretary
Martha Grahame – via Zoom
Doug Alves
Rachel Jones
Carrie Willson, Executive Director
Sandy Hunting, Recorder

Call to Order

President Lewis called the meeting to order at 4:05pm and welcomed all guests in attendance.

Approval of Minutes

Mr. At Lee moved to approve the October 17, 2023 Regular Meeting minutes as presented. Ms. Jones seconded. The motion passed unanimously.

President's Report

President Lewis presented the BOLT meeting schedule for 2024. Mr. At Lee moved to approve. Ms. Jones seconded. The motion passed unanimously.

Unfinished Business

Privacy Policy updates

After discussing the proposed Privacy Policy updates and suggestions for revision the following changes were agreed upon: all references to “signing” for a library card will be removed as this is an outdated reference; references to “birthday” will be change to “date of birth”; and the order will be changed to requirements for access to account by phone first followed by requirements in person to limit the repetition in the document. Executive Director Willson will compile the changes on a clean document and distribute to the BOLT for a final vote by email. It was noted that the Board was making their best decision in an area that is not clear in the law and balancing their concern for customer privacy as well as ease of use for customers and the rights and responsibilities of parents and guardians.

New Business

Policy Update – Art in the Stacks

ED Willson presented a request for a change in policy to allow for up to 3” x 5” cards to be displayed on Art in the Stacks installations. Ms. Jones motioned to approve. Mr. Alves seconded. The motion passed unanimously.

FY25 Draft Operating Budget

ED Willson presented the FY25 Draft Operating Budget noting changes in some account names and numbers with the new county system. The FY24 state per capita increase of \$50,710.00 was distributed across multiple accounts to offset the increased operating expenses for the new Twin Beaches Branch.

Hiring for Twin Beaches Branch

ED Willson reported that the library is not on the agenda for the November 28 BOCC meeting to request funding for new staff for the Twin Beaches Branch, as was the expectation. Staff continue to prepare a presentation in hopes of being on a December agenda. When new positions are funded, ED Willson requested a temporary suspension of the library’s full-time hiring policy as found in the Staff Handbook. Instead, she proposed that she be permitted to follow the process laid out in the handbook for part-time staff. She noted that given the time constraints of hiring and training new staff, being permitted to post all openings internally and then all unfilled openings externally would be more efficient. Mr. At Lee made a motion to approve the proposal with the understanding that ED Willson will use her authority to expand the search to external candidates should it become necessary. Ms. Jones seconded. The motion passed unanimously.

Substitute training proposal

Noting that substitute librarians are being relied upon more heavily, ED Willson proposed that after one year of service, substitute librarians attend Early Start Library Associate Training Institute and that, at the successful completion of said training, they be granted a one-step salary increase. Ms. Jones motioned to approve the proposal. Mr. Crupi seconded. The motion passed unanimously.

Director’s Report

Director’s written report

ED Willson reported that the county is behind in scheduling advertising of the upcoming BOLT opening. She asked Ms. Grahame if she would continue in her position until she could be replaced, to which she agreed. BOLT interviews will likely be in January—date TBD.

Twin Beaches Branch update

The project to coming along very well—work is continuing on drywall and tiling will begin soon. Staff is working to refresh the collection by replacing older copies and recovering books when possible.

FY23 Budget – Period 12 report

Not available yet.

FY24 Budget – Period 4 report

No questions.

Action Items from prior meetings	Responsible Party	Due Date
Privacy Policy Updates	ED	Completed in November pending email vote

Reports

Friends of the Library

Ms. Grahame reported a very successful Pub Quiz earning about \$4,000 for the Friends. Thanks to Commissioner Hance for a fantastic job as quiz master and to all the volunteers for their participation.

SMRLA

Mr. Crupi reported that he is working on changes to the SMRLA bylaws to be presented at the December meeting.

Foundation

ED Willson reported that the Foundation is meeting this evening and that they have approximately \$380,000 in hand for the capital campaign. Funds have already been used to purchase the terrace furniture, bike rack, sound booth and landscaping for the building.

Next Meeting – January 16, 2023 via Zoom

Public Comment

None

Executive Session

At 5:25pm, Mr. At Lee made a motion to adjourn to Executive Session pursuant to Section 3-305 of the State Government Article of the Annotated Code of Maryland – Personnel Matters [3-305(b)(1)] -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 – as previously announced in the Agenda. Ms. Jones seconded the motion. All six Board members present voted to move to Exec Session.

Meeting moved to Executive Session at 5:26 pm pursuant to Section 3-305 of the State Government Article of the Annotated Code of Maryland.

Adjournment