

**Calvert Library**  
**Board of Library Trustees Minutes**  
**January 16, 2024 at 4:00 pm – Calvert Library Prince Frederick**

**Present:**

Jeffrey Lewis, President  
Ron Crupi, Vice President  
Kip At Lee, Secretary  
Doug Alves  
Wilson Parran  
Rachel Jones (via Zoom)  
Carrie Willson, Executive Director  
Sandy Hunting, Recorder

**Call to Order**

President Lewis called the meeting to order at 4:00pm.

**Approval of Minutes**

Mr. Crupi moved to approve the November 21, 2023 Regular Meeting minutes. Mr. Alves seconded. The motion passed unanimously.

Mr. Crupi moved to approve the November 21, 2023 Executive Session minutes. Mr. Alves seconded. The motion passed unanimously.

Mr. At Lee moved to approve the December 21, 2023 Special Meeting minutes. Mr. Crupi seconded. The motion passed unanimously.

**President's Report**

President Lewis reported that after discussion, the BOLT made a selection for a new board member to recommend to the Board of County Commissioners. It will be forwarded for their consideration. All three candidates who applied to fill Martha Grahame's position due to term expiration were excellent.

**Unfinished Business**

None

**New Business**

Election of Officers for 2024

Mr. Crupi and Mr. At Lee indicated a willingness to continue in their respective rolls, but the bylaws do not allow President Lewis to continue in his position. He did agree to serve until replaced. The election of officers was tabled until the February meeting to allow for more consideration.

Equity Statement – proposed revision

ED Willson presented three versions of the Equity Statement—the current version approved in 2021, a new staff-authored statement and an edited version of the staff work. The BOLT agreed that the Equity Statement should not include a lengthy apology but that a sentence acknowledging that we have not always lived up to our ideals as an institution was important to

include. They Board further suggested that the bullet points that were removed in the edited version be sent back to the staff team with explanation of the concerns and a request to explain the intent and change the wording to avoid the pitfalls ED Willson identified but retain the intent if appropriate. The staff working group will be given the BOLT feedback and asked for a revised draft to be considered at a future meeting. It was widely agreed that this revised Equity Statement should be done well, not quickly.

Public Art Across Maryland – grant for a tile mural at the new Twin Beaches Branch  
ED Willson presented a Public Art Across Maryland grant opportunity to support a mural project at the new Twin Beaches Branch. President Lewis inquired whether an RFP will be necessary for the work if it goes through county finance; ED Willson appreciated this question. The BOLT also recommended that public input be sought on the work to engage the community in the project. With these recommendations, Mr. Parran moved to approve pursuing the PAAM grant for the Twin Beaches Branch, Mr. Crupi seconded. The motion passed unanimously.

Memorandum Of Agreement – Connected Devices Grant  
ED Willson presented the MOA between the Board of County Commissioners and the BOLT for the Connected Devices grant. The agreement codifies the library as the distribution partner for the grant which gives free Chromebooks to households who meet the eligibility requirements. Benefits to the library include the ability to get more community members internet-accessible devices, increase digital literacy in the community and funding in the grant to cover staff time for the distribution events. Mr. At Lee stated that provision #9 holds that, “no elected official, appointed official, employee, servant, agent or law enforcement officer” can be held liable for their work with the project and noted that the BOLT understands this provision to apply to all library personnel. Mr. At Lee made a motion to approve the MOA; Mr. Crupi seconded. The motion passed unanimously.

Staff Handbook – Weather Closings  
Tabled for the February meeting.

### **Director’s Report**

FY23 Annual Report Draft

Mr. At Lee requested more time to review the document. Tabled for the next meeting.

Twin Beaches Branch update

Construction on the new branch is coming along well. The millwork issue has been resolved with no delay to the project and a bid award is forthcoming for the bird safe glass film application. ED Willson reported a good meeting with the county finance staff regarding the FY25 budget, but will not have a final answer on funding for staff until the end of February when the Staff Recommended Budget is released. Positions will be advertised soon and interviews will be held. Offers will be made when funding has been secured.

FY23 Budget – final report

ED Willson noted that \$106,000 was unspent in Operating at the end of FY23 and therefore returned to the county’s general fund as a result of last-minute changes to the county’s finance policies.

FY24 Budget – Period 6 report

ED Willson presented the FY24 Period 6 report. No further questions.

<b>Action Items from prior meetings</b>	<b>Responsible Party</b>	<b>Due Date</b>

**Reports**

Friends of the Library

ED Willson reported on behalf of the Friends that the next Pub Quiz will be May 10 at the Calvert County Fairgrounds. In addition, she encouraged everyone to consider renewing their Friends membership for this year.

SMRLA

Mr. Crupi reported that the SMRLA board will be meeting in February and continues to work on the bylaws. The new structure for the board is in place—there will be two members from each county; one trustee and one community member. There will be a community opening for Calvert to replace Terese Wells whose term is ending.

Foundation

ED Willson reported that the Foundation has been busy working on the VIP event for the new Twin Beaches Branch and that a plan is in place for the purchase of the new equipment for the branch.

**Announcements/Other**

Library Legislative Day – February 13 in Annapolis

Save the Date – April 9 Tri-County Board Retreat (replacing the April Board meeting)

Possible Ribbon Cutting Date – April 16

**Next Meeting**

February 20, 2024 via Zoom

**Public Comment**

None

**Adjournment**

President Lewis adjourned the meeting at 5:32pm.