

Calvert Library
Minutes – Board of Library Trustees
February 20, 2024 at 4:00 pm – via Zoom

Present:

Jeffrey Lewis, President
Ron Crupi, Vice President
Wilson Parran
Rachel Jones
Renee' Liberatore
Carrie Willson, Executive Director
Sandy Hunting, Recorder

Call to Order

President Lewis called the meeting to order at 4:03pm and welcomed new trustee Renee' Liberatore to the BOLT.

Approval of Minutes

Mr. Parran moved to approve the January 16, 2024 Regular Meeting minutes. Ms. Liberatore seconded. The motion passed unanimously.

President's Report

No report

Special Presentation –

Jen Seidel, Public Services Librarian, presented the results of the Community Needs Assessment for Adult Programming conducted in the spring of 2023. Library users and non-users were surveyed for their thoughts on types of library programming and timing of said events. Arts/crafts, literary, entertainment, how-to and computer related events were the most common requests along with intergenerational and dual-age programming.

Unfinished Business

Staff Handbook – Weather Closings

Executive Director Willson requested a reinstatement of the previous language related to weather closings for student pages and substitute librarians: “Substitutes and Student Pages who work a reduced day because of either early closing or late opening will be paid a full day’s pay.” She further requested that this statement be moved to the top of the bullet list in that section. Mr. Crupi moved to approve the staff handbook change as proposed. Ms. Liberatore seconded. The motion passed unanimously.

Election of Officers for 2024

President Lewis offered a motion to elect Rachel Jones as the new President of the BOLT and for Mr. Crupi and Mr. At Lee to continue in their current positions as Vice President and Secretary, respectively. Mr. Crupi seconded the motion. The motion passed unanimously.

FY23 Annual Report Draft

ED Willson presented a draft of the Annual Report with the note that some programming numbers may be adjusted slightly due to changes in the way the state classifies virtual programming. Mr. Parran moved to accept the Annual Report with the projected updates noted. Ms. Jones seconded. The motion passed unanimously.

New Business

No new business.

Director’s Report

ED Willson reported that the Twin Beaches Branch is rapidly moving toward completion. Carpeting and paint are complete. Shelving began today with furniture arriving as early as March 4. Purchase orders for the bird safe glass, A/V for the meeting room and phone system are nearly complete. Thursday will be the next site meeting along with a meeting with the moving company and punch list with the County. ED Willson also reported on the FY25 budget which has been revised to reflect an \$8,000 decrease in state funding due to Calvert County’s increased wealth. Further, ED Willson offered a debriefing on Legislative Day in Annapolis where many favorable library bills are proceeding including funding for the State Library Resource Center and the Freedom to Read Act.

| Action Items from prior meetings | Responsible Party | Due Date |
|---|--------------------------|-----------------|
| Equity Statement – proposed revision | ED Willson & staff team | March 19? |

Reports

Friends of the Library

ED Willson reported that the Friends held their annual meeting recently. Their new treasurer is streamlining workflow for staff who sell Friends books and merchandise. Total revenue for last year was around \$40,000 due to book sales and pub quizzes. Next Pub Quiz is scheduled for May 10.

SMRLA

Mr. Crupi reported that the Tri-County Board retreat will be held at SMRLA on April 9, likely from 10am- 3pm. More details will be forthcoming. This retreat will replace the April BOLT meeting and all trustees from Calvert, Charles and St. Mary’s as well as the SMRLA Board will be invited to attend.

Foundation

ED Willson reported that with cash in hand and pledges, the Foundation capital campaign has raised \$480,000—just \$20,000 shy of the goal. The Foundation is looking for a new treasurer—please pass along any leads.

Announcements/Other

Save the Date – April 9 Tri-County Board Retreat (would replace April Board meeting)
 Calvert Library Twin Beaches Branch Ribbon Cutting – April 16, 2pm

Mr. Crupi thanked President Lewis for his leadership during his term.

Next Meeting

March 19, 2024 at 5:30pm on Zoom (please note change in time and location)

Public Comment

No public comment.

Adjournment

President Lewis adjourned the meeting at 4:59pm.