

Calvert Library
DRAFT Minutes – Board of Library Trustees
March 19, 2024 at 5:30pm– via Zoom

Present:

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

Call to Order

President Jones called the meeting to order at 5:30pm.

Approval of Minutes

Mr. Alves offered a correction to the minutes of the February 20, 2024 Regular Meeting—the heading still read “agenda.” Mr. Crupi moved to approve the minutes with the correction. Mr. Lewis seconded. The motion passed unanimously.

President’s Report

President Jones with Mr. Lewis’s assistance announced for the record the December email vote affirming changes to Privacy and Confidentiality Policy.

Unfinished Business

Mr. At Lee suggested two modifications to the resubmitted Equity Statement. After brief discussion, Mr. At Lee made a motion to modify the policy as suggested and to approve it. Mr. Alves seconded. The motion passed unanimously.

New Business

Meeting Room Policy

The Meeting Room Policy was updated to remove specific branch references, standardize the cost of meeting rooms for businesses, add a hold harmless statement and allow businesses to charge for activities conducted in meeting rooms as long as money is not exchanging hands in the library. Mr. Parran motioned to approve. Mr. Crupi seconded. The motion passed unanimously.

3D Printer Acceptable Use Policy

The 3D Printer policy was updated to include different types of equipment and software that will be included in the Twin Beaches Branch Makerspace and renamed the it as the Creative Technology Acceptable Use Policy. Mr. Lewis moved to approve the policy. Mr. Crupi seconded. The motion passed unanimously.

Budget

ED Willson requested approval to move \$5,000 from Contracted Services to Office Supplies and \$2,000 from Contracted Services to Programming Supplies to help cover new costs for the Twin Beach opening. Further budget requests may be forthcoming. ED Willson will work with President Jones to send these specific requests for email vote.

Director's Report

Director's written report

ED Willson shared an update to the Twin Beaches staffing requests. The Board of County Commissioners approved the smaller staffing request, but internal movement has allowed Twin Beaches to be opened with adequate staffing. ED Willson also reported that she just received information on the FY25 Staff Recommended Budget and will send an update via email when she is able to review it more thoroughly.

Twin Beaches Branch update

Friends of Calvert Library was awarded a Public Art Across Maryland grant for a mural installation on the exterior of the building. Conditional Use & Occupancy has been granted for the building with final coming shortly. The holds lockers are being installed tomorrow. HBM conducted their furniture punch list today. The AMH machine had final testing today. Materials will be moved by the end of the week. The IT team under the direction of Maria Jolley, Network Supervisor is doing an outstanding job – they work long hours on weekends and generally “do what it takes” to get everything up and running. Melissa Gray and Sandy Hunting have also been doing a lions share of the work on organizing, ordering, and managing the details of getting the branch ready to open.

ED Wilson briefly reviewed her first quarter goals update.

FY24 Budget – Period 8 report

ED Willson will continue to review the budget for opportunities to spend down budget categories as the end of year approaches.

Action Items	Responsible Party	Due Date
Display Case policy revision	ED Willson & staff team	May 14, 2024

Reports

Friends of the Library

ED Willson reported that May 10 is the next Friends Pub Quiz.

SMRLA

Mr. Crupi reminded everyone of the SMRLA Corporate Meeting and Tri-County Board Retreat at SMRLA on April 9.

Foundation

The Foundation has raised a total of \$506,339 for their capital campaign: \$350,000 is allocated to the new Twin Beaches Branch. ED Willson reported that the Foundation is finalizing planning the Donor Event for the Twin Beaches Branch on April 10.

Announcements/Other

SMRLA Corporate Meeting and Tri-County Board Retreat (replaces April Board meeting) at SMRLA—April 9

Calvert Library Twin Beaches Branch Ribbon Cutting – April 16 at 2:00pm

Friends of the Library Pub Quiz – May 10

Next Meeting

May 14, 2024 via Zoom

Public Comment

None

Adjournment

President Jones adjourned the meeting at 6:35pm.