

Calvert Library
Minutes – Board of Library Trustees
May 14, 2024 at 5:30 pm – via Zoom

Present:

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

Call to Order

President Jones called the meeting to order at 5:34pm and welcomed staff members Isabella Rodriguez and Lizzie Gill, attending as part of their LATI training.

Approval of Minutes

Mr. Alves moved to approve the March 19, 2024 Regular Meeting minutes. Mr. Lewis seconded. The motion passed unanimously.

President’s Report

President Jones commended all involved for the Donor Event and Ribbon Cutting Ceremony at the new Twin Beaches branch. In addition to the efforts of the Foundation and Capital Campaign Committee, the Board expressed their appreciation and praise for staff efforts to open and operate the new Branch.

Unfinished Business

ED Willson shared that there are a variety of unknowns concerning the FY25 Budget. The County Director of Finance made a presentation to the Board of County Commissioners today during a budget work session. The public hearing is scheduled for Thursday, May 16 and the BOCC will be accepting public comment for another 10 days. There are budget shortfalls from a variety of factors and county staff are working to close the deficit with cost saving as well as revenue generating measures. ED Willson will continue to make inquiries with the county Finance Office to get information specifically about the library’s FY25 allocation.

New Business

Display Case Policy- revision

ED Willson submitted a revised Display Case Policy for consideration. Mr. Alves moved to approve the policy as revised. Ms. Liberatore seconded. Mr. At Lee offered a friendly amendment for the sake of clarity. The motion, as amended, passed unanimously.

COVID Standards revision

As the CDC and Calvert County Health Department have revised their recommendation on COVID-19, ED Willson proposed sunseting the Library’s COVID policy. Mr. At Lee motioned to end the current COVID policy and instead operationalize respiratory illness standards as recommended and amended in the future by the Health Department. Mr. Crupi seconded. The motion passed unanimously.

Budget Adjustment approvals

ED Willson requested formal BOLT approval of the following budget adjustments:

BA2024-000362 Moved funds from where they were budgeted to where they can be spent per Finance; this was a clerical adjustment. Items purchased from the “under \$10k” account are *individually* less than \$10,000. This is the account we use to purchase computers, laptops, monitors, etc.

Account	From	To
Computer Hardware	\$10,000	
Computer Hardware - under \$10k		\$10,000

BA2024-000451 Moved funds from where they were budgeted to where they can be spent per Finance; this was a clerical adjustment

Account	From	To
Computer Hardware	\$57,000	
Computer Hardware - under \$10k		\$57,000

Making necessary purchases in FY24 since FY25 will be a tight budget year

Account	From	To
Contracted Services	\$4,000.00	
Office Supplies		\$4,000.00

Purchasing one-time items for summer reading marketing

Account	From	To
Contracted Services	\$2,600.00	
Programming Supplies		\$2,600.00

Mr. Lewis moved to approve the budget adjustments as requested. Mr. Alves seconded. The motion passed unanimously.

Acting Director

ED Willson sought clarity regarding the BOLT's preference of whether an Acting Director need have full qualifications to be hired for the position of Executive Director. After a short discussion, Mr. At Lee motioned that the BOLT approve the Executive Director's naming of an Acting Director regardless of their technical qualifications for the position. Ms. Liberatore seconded. The motion passed unanimously.

Director's Report

ED Willson offered a staffing update and shared that at least one more substitute librarian position will likely be hired soon. She highlighted the impressive stats from the Twin Beaches branch as well as the fact that Calvert Library received the Employer of the Year award from the Special Education Community Advisory Council. She further reported that the Connected Devices grant has been given an extension through September. Instead of holding additional distribution events, the Library will continue to distribute devices at each branch to walk-ins who qualify for the program. The County is coordinating marketing with the library for this effort.

Reports

Friends of the Library

ED Willson reported on a successful Pub Quiz on May 10. There were 27 teams in attendance and the Friends made about \$4,000 on the evening.

SMRLA

Mr. Crupi thanked everyone who attended the recent SMRLA Board retreat and reported that the Board has new leadership. Mr. Crupi is now past-president. He also mentioned that newly passed legislation allows for two community members from each county and that he looks forward to building the Board back up to its full nine members.

Foundation

ED Willson expressed gratitude to the Foundation for all of their efforts in the capital campaign for the Twin Beaches branch as they surpassed all of their fundraising goals. They are in the midst of bringing on a new treasurer to help continue their efforts.

Announcements

Volunteer Luncheon – May 16 from 12-2:00pm at Calvert Library Twin Beaches Branch

Next Meeting

June 11, 2024 at 5:30pm at Calvert Library Twin Beaches Branch

Adjournment

President Jones adjourned the meeting at 6:28pm.