

**Calvert Library Board of Library Trustees**  
**Minutes June 11, 2024**  
**5:30 pm – Calvert Library Twin Beaches Branch**

**Present:**

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

**Call to Order**

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

**Approval of Minutes**

Mr. At Lee moved to approve the minutes of the May 14, 2024 Regular Meeting. Mr. Alves seconded. The motion passed unanimously.

**President's Report**

The BOLT considered the request for an early closure of Calvert Library Twin Beaches Branch on July 3 for the town fireworks. Ms. Liberatore motion to approve. Mr. At Lee seconded. The motion passed unanimously.

**Unfinished Business**

None

**New Business**

Step and COLA – FY25 Budget

ED Willson asked for approval of steps for substitutes for FY25. Mr. At Lee moved to approve an FY25 step increase for substitute librarians with a deferred step for subs who are still on probation. Ms. Liberatore seconded. The motion passed unanimously.

ED Willson next requested formal approval of the BOCC approved COLA and step increase for FY25 budget for all PT and FT staff. Mr. Parran moved to approve. Ms. Liberatore seconded. The motion passed unanimously.

There was also a discussion of how best to handle staff who have reached the final step on the current pay scale. ED Willson shared that the staff member who has reached the end of the steps did so not because they are near retirement but because of the in-grade increase approved several years ago by the BOLT. After consideration of a number of solutions, Mr. At Lee moved to table this discussion in favor of an email vote after ED Willson provides information and fiscal impact of adding a grade to the pay scale for those who have their Masters in Library Science. Mr. Parran seconded. The motion passed unanimously.

Staff Day – Friday, October 25, 2024

ED Willson requested approval for all Calvert Library locations to close Friday, October 25, 2024 for a staff training day. Mr. Alves moved to approve. Ms. Liberatore seconded. The motion passed unanimously.

Cost responsibility of fingerprinting for volunteers

A discussion was held regarding who should bear the financial responsibility of conducting background checks for new volunteers who will be working directly with children. Mr. At Lee moved that the library cover the cost of accomplishing background checks for volunteers that make use of Livescan fingerprinting (MD Criminal Justice/FBI background checks). Mr. Parran seconded. The motion passed unanimously.

Privacy and Confidentiality Policy

The Calvert Library Circulation Supervisors submitted several suggestions for revisions to the Privacy and Confidentiality Policy based on concerns for the protection of adult customer records. Discussion ensued that identified competing needs of protecting privacy and allowing caretakers of adult customers to adequately use library services. Mr. At Lee moved to table the discussion to allow time for further proposals regarding language that would balance these needs. Mr. Alves seconded. The motion passed unanimously.

### **Director's Report**

Director's written report

ED Willson reported that the Twin Beaches Branch will host the Secretary of Housing and Community Development for dinner when the Secretary is touring the area next week. There will also be an upcoming mini film festival in Prince Frederick on June 29; all are invited. She further encouraged the BOLT to register for #calvertREADS and help the library reach our goal of 2.4 million minutes read by summer's end.

FY25 Budget

ED Willson presented the FY25 BOCC Adopted Budget. The total budget is \$540,290 less than the FY24 budget which includes a \$300k reduction to Salary and a \$150k reduction to Benefits. This, despite having had BOCC approval to add additional positions to Twin Beaches Branch. The \$525,985 "Transfer to General Fund" is apparently a percentage charge representing HR, Legal and Finance services. Hence that amount is not included in what ED Willson is reporting as the actual FY25 budget of \$6,249,147. In total, the FY25 budget is \$826,855 less than the Library's requested budget which was flat except for the increase to salary & benefits approved by the BOCC for Twin Beaches. ED Willson is waiting for a meeting with the Finance Office to clarify answers to her remaining issues with this budget.

FY24 Budget – Period 11 report

No questions from the Board regarding the period 11 financial statement.

## Q2 Director's Goals

The BOLT agreed that the update to the Director's goals was very helpful. Mr. At Lee noted that several goals, because of timing of other projects, had been deferred. While not concerned, he offered the suggestion that they be addressed before they snowball.

## **Reports**

### Friends of the Library

ED Willson reported that the Friends are doing very well and have been instrumental in a plan to simplify book sale and other purchases at all locations.

### SMRLA

Mr. Crupi reported that the SMRLA board is working on recruiting two new community members to join. Ashley Teagle at SMLRA will be reaching out to ED Willson.

### Foundation

Ms. Willson reported that the Foundation continues to wrap up accounting from the capital campaign.

## **Announcements/Other**

ED Willson reported that the local Fox 5 station would be filming at the Twin Beaches Branch this week as part of a package that will run at the end of the month. She also shared that Colleen Cano will be in charge during her upcoming leave.

## **Next Meeting**

August 20, 2024 Calvert Library Fairview Branch at 5:30 p.m.

## **Public Comment**

None

## **Adjournment**

Vice President Crupi adjourned the meeting at 6:56pm.