

**Calvert Library Board of Library Trustees**  
**Agenda September 17, 2024**  
**5:30 pm – Virtual via Zoom**

**Call to Order & Welcome of Guests**

**Approval of Minutes** August 20, 2024 Regular Meeting  
August 20, 2024 Exec Session

**President’s Report**

**Unfinished Business**

**New Business**

- Internet Safety Policy
- Computer Use Policy
- Wireless Internet Policy
- Staff Handbook update – Harassment policy
- 2025 Holiday schedule
- 2025 Board meeting schedule
- Draft Capital Improvement Budget for FY26-31

**Director’s Report**

- Director’s written report
- FY25 Budget – P2 report

Action Items	Responsible Party	Due Date
Document Retention Policy	Jackson Lewis & ED	Attorney’s goal is October
FY24 Final financials	County and Library	Should be ready in October

**Reports**

- Friends of the Library- Ms. Willson
- SMRLA – Mr. Crupi
- Foundation – Ms. Willson

**Announcements/Other**

- State of the County Chamber Breakfast – September 26 8:00 @ Rod ‘n Reel
- Friends of Calvert Library Pub Quiz – October 4 @ the Fairgrounds
- Citizens for MD Libraries Annual Conference for Friends, Trustees an Library Supporters – Saturday, November 2 @ Bowie Branch of PGCMLS

**Next Meeting** – October 15, 2024 (virtual)

**Public Comment** *There is a time limit of 5 minutes per speaker. No additional minutes or allotting unused minutes to another speaker will be permitted. Advance permission is required to videotape, televise, photograph, broadcast or record meetings of the Board of Library Trustees.*

**Executive Session** – Closed to the public pursuant to Section 3-305 of the State Government Article of the Annotated Code of Maryland  
-Personnel Matters [3-305(b)(1)] Board will discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction.

The Board will review the Executive Director's update on 2024 Goals and consider a personnel matter.

## **Adjournment**