

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

Present:

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

Call to Order & Welcome of Guests

President Jones called the meeting to order at 5:33pm.

Approval of Minutes

Mr. At Lee moved to approve the minutes of the August 20, 2024 Regular Meeting and August 20, 2024 Exec Session. Ms. Liberatore seconded. The motion passed unanimously.

President's Report

President Jones commended the library and community for an excellent Longest Table event.

Unfinished Business

None

New Business

Internet Safety Policy—ED Willson presented a revised Internet Safety Policy with updated language. After minor wording suggestions were discussed, Mr. Parran moved to approve the Internet Safety Policy as amended. Mr. Crupi seconded. The motion passed unanimously.

Computer Use Policy—An updated Computer Use Policy was presented for review. After minor wording suggestions were discussed, Mr. At Lee moved to approve the Computer Use Policy as amended. Ms. Liberatore seconded. The motion passed unanimously.

Wireless Internet Policy—An updated Wireless Internet Access Policy was presented for review. The language was revised slightly and Mr. Crupi moved to approve the Wireless Internet Policy as amended. Mr. Alves seconded. The motion passed unanimously.

Maria Jolley, Network Administrator was on hand to discuss the three IT Policies with the Board and her expertise was appreciated.

Staff Handbook update – Harassment policy—new Maryland law requires that military status be added as a protected class in this policy. Mr. Alves motioned to update the Harassment/Sexual

Harassment section Staff Handbook to add military status as a protected class. Mr. Parran seconded. The motion passed unanimously.

2025 Holiday schedule—ED Willson presented the 2025 Holiday schedule for approval. Mr. At Lee inquired as to the policy of allowing staff to request alternate holidays should they be more appropriate to their religious traditions. ED Willson will add that policy statement from the Staff Handbook when distributing the approved schedule to staff. Mr. Alves motioned to approve the 2025 Holiday Schedule. Mr. Crupi seconded. The motion passed unanimously.

2025 Board meeting schedule—Presented for planning purposes only. No changes made at present to the proposed schedule.

Draft Capital Improvement Budget for FY26-31—ED Willson presented the Draft Capital Improvement Budget for FY26-31 which details continuing and upcoming projects for all locations. Mr. Alves motioned to approve the Draft Capital Improvement Budget for FY26-31 as presented. Ms. Liberatore seconded. The motion passed unanimously.

Director’s Report

Director’s written report—ED Willson highlighted the news that Colleen Cano will be retiring in March 2025 and that the administrative staff will use this opportunity to assess reorganization of Admin with input from admin and management staff.

FY25 Budget – Period 2 report—ED Willson clarified that the Utilities charge for Wireless is for the Cradlepoint device that provides internet to the bookmobile when it is off-site—there is no issue to resolve with TS. Mr. At Lee inquired about explanation of the \$521,000 charge from the county for HR, legal and finance services. ED Willson will be attending an upcoming County Finance meeting about the FY26 budget and will renew her inquiry on this subject. The BOLT discussed making a formal inquiry of the County should it become necessary.

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- ED Willson reported that the Friends are planning for Pub Quiz on October 4th with Commissioner Hance as Quiz Master. All book sale revenue is now going to the Friends account.

SMRLA – Mr. Crupi reported on a meeting last week that was convened to discuss the investment strategy for Board held funds. Discussions were held with the fund manager and a new portfolio to diversify investments was developed.

Foundation – ED Willson reported that the Foundation is meeting this evening with a 2-year strategic plan on their agenda.

Announcements/Other

State of the County Chamber Breakfast – September 26 8:00 @ Rod ‘n Reel

Friends of Calvert Library Pub Quiz – October 4 at 7pm @ the Fairgrounds

Citizens for MD Libraries Annual Conference for Friends, Trustees and Library Supporters – Saturday, November 2 @ Bowie Branch of PGCMLS

Next Meeting

October 15, 2024 (virtual)

Public Comment

None

Executive Session

At 6:32pm, Mr. At Lee moved to adjourn to Executive Session for the purpose stated in the agenda. Mr. Crupi seconded. The motion passed unanimously.

Executive Session

At 6:32pm, Mr. At Lee moved that the BOLT adjourn to Executive Session for the purposes stated in the agenda. Mr. Crupi seconded. All board members present voted in favor of the motion.

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.

A personnel matter was heard. Individuals pertinent to the matter were included in the Executive Session. The Board then excused those individuals and deliberated. A vote was taken to uphold the decision of the Library regarding the personnel matter.

The BOLT voted to postpone review of the Director’s goals until October.

The BOLT returned to the public meeting at 7:51 p.m. following the Executive Session.

Adjournment

President Jones adjourned the meeting at 7:52 p.m.