

**Calvert Library Board of Library Trustees**  
**Agenda October 15, 2024**  
**5:30 pm – Virtual via Zoom**

**Call to Order & Welcome of Guests**

**Approval of Minutes** September 17, 2024 Regular Meeting  
September 17, 2024 Exec Session

**President’s Report**

**Unfinished Business**

**New Business**

Staff Handbook updates – Drug-free, Outside Events and Worker’s Comp  
Meeting Room Policy update  
Creative Technology Policy update  
Smoking and Vape Policy update

**Director’s Report**

Director’s written report  
FY25 Budget – P3 report

<b>Action Items</b>	<b>Responsible Party</b>	<b>Due Date</b>
Document Retention Policy	Jackson Lewis	November meeting
FY24 Final financials	County and Library	<del>October</del> November

**Reports**

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

**Announcements/Other**

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

**Next Meeting** – November 19, 2024 at Calvert Library Prince Frederick

**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 Matter [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 her 2024 Goals.

**Adjournment**