

Calvert Library
Board of Library Trustees Minutes
August 20, 2024 5:30 pm – Calvert Library Fairview Branch

Present:

Rachel Jones, President
Kip At Lee, Secretary
Doug Alves
Jeffrey Lewis
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 5:31 pm and welcomed staff members John Hickcox and Denise Alexander who were attending as part of their LATI training.

Approval of Minutes

Mr. At Lee requested two changes to the minutes of the June 11, 2024 Regular Meeting; a grammatical correction and a clarification of meaning. Mr. Lewis moved that the minutes be approved as amended. Mr. Parran seconded. The motion passed unanimously.

President's Report

Ms. Jones reported on a very successful visit from Comptroller Brooke Lierman to the Twin Beaches Branch. The Comptroller toured the branch on July 19 and then had lunch with the BOCC, BOLT members and other local officials to discuss matters of mutual interest. Ms. Jones also noted that the new State Librarian, Morgan Miller had also attended the tour. ED Willson reported that DHCH Secretary Day, Senator Jackson and Governor Hogan had also toured the new library this summer. (Each of those tours were held at the request of the County, Town or the individual.)

President Jones noted that there had been an email vote on June 17, 2024 to update the Hierarchy of Positions and the Staff Handbook Compensation policy. These changes were made to adjust the grade and step formulas for staff who have or earn their MLIS. The change was approved by a majority vote and will go into effect for the July 1 salary memos.

Unfinished Business

Privacy and Confidentiality Policy—The circulation supervisors suggested the addition of language to allow caretakers to help manage library accounts. This addressed a concern raised by Mr. At Lee at the June meeting. Mr. Lewis motioned to approved the Privacy and Confidentiality Policy as revised. Mr. At Lee seconded. The motion passed unanimously. Mr. At Lee praised the circulation supervisors for finding elegant language to clarify that policy and practice not only support one another but also address user needs.

New Business

Document Retention Policy—ED Willson presented a draft Record Retention Policy for review. The Board offered suggestions for further clarification of various aspects of the policy and gave approval to seek legal review of the policy. ED Willson will ask SMRLA if this review can be accomplished under their account with Jackson Lewis. Carried for the September meeting.

Director’s Report

ED Willson reported that summer reading has concluded and a total of 3,104,535 minutes were logged over the summer, exceeding the goal by over 700,000 minutes! She also shared the statistics for the Twin Beaches branch since opening. Mr At Lee commended the Twin staff on their graciousness, helpfulness and receptiveness through these extremely busy times.

ED Willson reported that the County will be doing a Zero-Based Budget for FY26. Staff will be working on this for the next several weeks.

ED Willson also shared that Scheibel Construction won the ABC Excellence in Construction award for building Twin Beaches Branch. Melissa Gray and Sandy Hunting will attend the awards dinner on behalf of the library on September 12th.

FY25 Budget – P1 report

There was an error in the banking charges for this period—it has been corrected. ED Willson noted that the Transfer to the General Fund of \$521,985 is new for FY25. This line is a service fee from the county for HR, legal and finance services. She did not have any additional information to share yet about how this figure had been decided upon. The charge is not unique to the public library.

FY24 Budget – Period 12 report

FY24 figures are not final. ED Willson shared that journal postings from staff reimbursements had not been done yet by Finance. The county Finance Office has completed the audit for the FY23 budget. Their goal is to complete the FY24 audit by the end of calendar 2024.

Action Items	Responsible Party	Due Date
Document Retention Policy	ED Willson & Jackson Lewis	Pending legal review

Reports

Friends of the Library

ED Willson reported that the Friends are on hiatus for the summer, but are planning a fall Pub Quiz on October 4th.

SMRLA

Nothing new to report.

Foundation

ED Willson reported that the Foundation meeting scheduled for this evening had been cancelled. When they meet again in September, the Foundation board will be working on a two-year

strategic plan. President Deacon was in the process of finalizing fundraising totals and expenditures for the Library's annual report.

State Library Board

Mr. Parran noted that Irene Padilla had retired at the end of June and that the new State Librarian, Morgan Lehr Miller had then been appointed. He and President Jones both expressed how impressed they were with Ms. Miller and anticipate good things coming from her leadership. President Jones also noted that before being appointed as State Librarian, Ms. Miller was the Director of Cecil County Public Library and she and ED Willson had worked together closely for many years.

Announcements/Other

Longest Table will be September 12th. The event is sold out.

State of the County Chamber Breakfast will be September 26th at 8:00pm at the Rod 'n Reel

Next Meeting

September 17, 2024 5:30pm via Zoom

Public Comment

None

Executive Session

At 6:19pm, Mr. At Lee moved that the BOLT adjourn to Executive Session for the purposes stated in the agenda. Mr. Lewis 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
-Three 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.

BOLT members in attendance at the regular meeting plus the Executive Director participated in the Executive Session. A personnel matter was discussed. No votes were taken.

The BOLT returned to the public meeting at 6:35 following the Executive Session.

Adjournment

President Jones adjourned the meeting at 6:36pm.