

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

**Present:**

Rachel Jones, President  
Ron Crupi, Vice 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 5:34pm.

**Approval of Minutes**

Mr. Crupi moved to approve the minutes of the September 17, 2024 Regular Meeting and September 17, 2024 Exec Session. Mr. Parran seconded. The motion passed unanimously.

**President’s Report**

President Jones noted that the June email vote regarding changes to the compensation for staff earning an MLIS had not been reflected in the August minutes. She asked that this be rectified and brought to the November meeting for approval. She also encouraged all BOLT members to consider attending the Citizens for MD Libraries Annual Conference on November 2<sup>nd</sup>.

**Unfinished Business**

The review of the Document Retention Policy was pushed to the November meeting pending input from Jackson Lewis.

**New Business**

Staff Handbook updates – Drug-free, Outside Events and Worker’s Comp  
ED Willson presented three revisions to the Staff Handbook for discussion—adding “over-the-counter” medications to the Drug-Free and Alcohol-Free Workplace statement; changing “Outside” events into “Outreach” events; and updating the Worker’s Compensation policy to indicate that the policy is held by the library, not the County. Mr. Lewis motioned to approve all revisions as presented. Ms. Liberatore seconded. The motion passed unanimously.

**Meeting Room Policy update**

ED Willson presented a revision to the Meeting Room policy that would remove the \$25 cancellation charge for businesses who cancel within 48 hours of their reservation in favor of a \$2 service fee on any cancellation of a paid meeting room reservation. Refunds for charges, minus the service charge, would be returned via check. Mr. At Lee moved to approve. Mr.

Parran seconded. Mr. Crupi offered a friendly amendment to change the wording to read, “remainder of fees” rather than “additional fees.” The motion passed unanimously as amended.

#### Creative Technology Policy update

ED Willson presented an update to the Creative Technology policy to explicitly prohibit the printing of weapons. The word “accessories” was added to the list of prohibited materials. Mr. At Lee moved to approve the revision as amended. Mr. Crupi seconded. The motion passed unanimously.

#### Smoking and Vape Policy update

ED Willson presented a revision to the Smoke, Tobacco & Vape Policy to include renaming it to the Smoke & Vape Free Campus Policy. The emphasis of the policy is on the prohibition of activities that produce second hand smoke or vapors that could adversely affect the health of other customers coming into library locations. Mr. Parran motioned to approve the revisions. Mr. Alves seconded. The motion passed unanimously.

### **Director’s Report**

#### Director’s written report

ED Willson spoke of the zero-budget process that will be undertaken by staff in the next several months. Three budgets need to be submitted—a level service budget, a bare-bones budget and an enhanced services budget. She also spoke of the strategic plan process that will be beginning soon and asked for a BOLT representative to the steering committee—Mr. Lewis volunteered and Mr. Alves offered to be his back-up. ED Willson further reported that if all goes to plan, the broadband connection project will be completed by the grant deadline at the end of December, but that an extension had been requested from the State.

#### FY25 Budget – P3 report

No questions.

<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	November

### **Reports**

#### Friends of the Library

ED Willson reported that the Friends held a successful Pub Quiz in October raising in excess of \$4,000. She also reported that Martha Grahame was given a citation at the Quiz from the Board of County Commissioners for her tireless work in service of the community, particularly to the Library Board of Trustees, Friends and Foundation.

#### SMRLA

Mr. Crupi reported that the SMRLA board met last week and received a clean audit for the previous year. He further reported that a new community member from Calvert County, Karl Adler, has joined the SMRLA board and recruitment continues to fill the 2 more open spots on

the nine-person board. One of those spots is for a second community member from Calvert County.

#### Foundation

ED Willson reported that the Foundation has changed their meetings to the fourth Wednesday of each month. She further reported that a request to fund Candid's Foundation Center database (a database of grants) had been submitted to the Foundation, but that more discussion and investigation was required to address this request.

#### **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**

None

#### **Executive Session**

At 6:23pm, 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. Mr. At Lee did not stay for the discussion as he had another engagement.

**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.

No votes were taken.

The BOLT returned to the public meeting at 6:32 p.m. following the Executive Session.

#### **Adjournment**

President Jones adjourned the meeting at 6:33 p.m.