

**Calvert Library Board of Library Trustees**  
**Agenda November 19, 2024**  
**5:30 pm – Calvert Library Prince Frederick**

**Call to Order & Welcome of Guests**

**Approval of Minutes** October 15, 2024 Regular Meeting  
October 15, 2024 Exec Session  
August 20, 2024 - correction

**President’s Report**

Email vote on 10-28-24 to modify the Meeting Room Policy by removing “by check” to the refund language.

**Unfinished Business**

**New Business**

**Director’s Report**

Director’s written report  
FY24 draft final report for FY24  
FY25 Budget – P4 report

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

**Reports**

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

**Announcements/Other**

**Next Meeting** – December 17, 2024 via Zoom

**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 2024 performance and consider a staff request for unpaid leave.

**Adjournment**