

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

**Present:**

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

**Call to Order & Welcome of Guests**

Mr. Crupi called the meeting to order at 5:31pm and welcomed guests Amy Tippet and Heather Thielker who were attending as part of their LATI training.

**Approval of Minutes**

Mr. Lewis moved to approve the minutes of the October 15, 2024 Regular Meeting. Ms. Liberatore seconded. The motion passed unanimously. Mr. Alves moved to approve the minutes of the October 15, 2024 Exec Session. Mr. Parran seconded. The motion passed unanimously. Mr. Alves moved to approve the correction to the August 20, 2024 minutes to reflect an email vote taken on June 17<sup>th</sup>. Mr. Lewis seconded. The motion passed unanimously.

**President's Report**

Mr. Crupi documented the email vote on 10-28-24 to modify the Meeting Room Policy by removing “by check” to the refund language. That motion passed unanimously. Mr. Crupi also highlighted the open BOLT position that is being advertised. The opening is due to the expiration of Mr. Crupi’s first full term on the Board. He stated his intention to apply for a second term.

**Unfinished Business**

None

**New Business**

None

**Director's Report**

Director’s written report

ED Willson stated that Jackson Lewis has not had time to finalize their review of the Document Retention Policy, but that it should be available for BOLT at the January meeting. ED Willson further highlighted Calvert Library’s accomplishments on the Public Library Survey FY2023—9<sup>th</sup> in the state in library visits, 7<sup>th</sup> in program attendance, 5<sup>th</sup> in physical circ per capita and 6<sup>th</sup> in circ per capita (which includes digital circulation). Ms. Willson also noted that IT intern Emma Anderson has been hired as the new Computer Services Technician. ED Willson will be sharing a draft of the Annual Report shortly for BOLT review—it will be on the December meeting

agenda for discussion. ED Willson also shared recent interactions with the BOCC and Sheriff’s Department regarding customer behaviors, specifically individuals sleeping in the library during the day and around the libraries at night. No support was needed from the BOLT as this time other than to keep their normal cordial relationships with county officials. A policy update regarding sleeping in the library will be forthcoming for Board review.

**FY24 draft final report for FY24**

ED Willson highlighted the overage in salary expenditures showing on this report. ED Willson theorized that it was the result of new hires at the Twin Beaches branch but noted that funding for these positions in FY24 was covered by salary savings from prior years that were available in the salary bank account.

**FY25 Budget – P4 report**

ED Willson confirmed that the budget adjustment to move custodial positions to the county budget has been completed. As she understands it, the plan is for Buildings and Grounds to hire a day custodian for the Twin Beaches branch and discontinue overnight cleaning services. This is the current model in Prince Frederick. Contract services would still be used for larger semi-annual cleaning tasks.

| <b>Action Items</b>                        | <b>Responsible Party</b> | <b>Due Date</b>                     |
|--|--------------------------|-------------------------------------|
| Document Retention Policy                  | Jackson Lewis            | <del>November</del> January meeting |
| Explanation of overages in FY24 financials | County and Library       | January meeting                     |

**Reports**

**Friends of the Library**

ED Willson invited BOLT members to the Friends dinner meeting on December 11<sup>th</sup> at Stoney’s. Please let her know if you would like to attend. She further reported that the Friends board is exploring ways to get more involvement in the organization and that Robyn Truslow will be taking over as Friends liaison from Colleen Cano. Robyn already has plans to engage the Friends in planning for large community events.

**SMRLA**

No report. Next meeting on December 10, 2024

**Foundation**

Ms. Willson reported that the Foundation is working toward a potential July 4<sup>th</sup> fundraiser at the Twin Beaches branch.

**Announcements/Other**

Interviews for the BOLT opening will be held in January. ED Willson will coordinate dates/times.

**Next Meeting**

December 17, 2024 via Zoom

## **Public Comment**

None

## **Executive Session**

At 6:09pm, 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

-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 annual performance evaluation.

The Board voted to approve a request for unpaid leave from a staff member.

The BOLT returned to the public meeting at 7:45p.m. following the Executive Session.

## **Adjournment**

Vice President Crupi adjourned the meeting at 7:46 p.m.