

**Calvert Library Board of Library Trustees**  
**Agenda December 17, 2024**  
**5:30 pm – via Zoom**

**Call to Order & Welcome of Guests**

**Approval of Minutes** November 19, 2024 Regular Meeting  
November 19, 2024 Exec Session

**President’s Report**

**Unfinished Business**

FY24 Financials

**New Business**

Annual Report for FY24

Adjustments to FTE

Customer Expectations draft revision – sleeping in the library

Overview of draft FY26 Budget – including New Position Requests

**Director’s Report**

Director’s written report

FY25 Budget – P5 report

<b>Action Items</b>	<b>Responsible Party</b>	<b>Due Date</b>
Document Retention Policy	Jackson Lewis	January meeting

**Reports**

Friends of the Library- Ms. Willson

SMRLA – Mr. Crupi

Foundation – Ms. Willson

**Announcements/Other**

Interview Date for prospective Board candidates

**Next Meeting** – January 21, 2025 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.

**Adjournment**