

**Calvert Library Board of Library Trustees**  
**Minutes January 21, 2025**  
**5:30 pm – via Zoom**

**Present:**

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

**Call to Order & Welcome of Guests**

At President Jones' request, Vice President Crupi opened the meeting at 5:35pm and welcomed attendees including staff member Gisele Mitima, LATI candidate from Calvert Library Twin Beaches branch.

**Approval of Minutes**

Mr. Alves moved to approve the minutes of the December 17, 2024 Regular Meeting. Ms. Liberatore seconded. The motion passed unanimously. Mr. Lewis moved to approve the minutes of the Executive Sessions from November 19, 2024 and December 17, 2024 which are in one document as business was carried over. Ms. Liberatore seconded. The motion passed unanimously.

**President's Report**

Ms. Jones reported that interviews for the opening on the BOLT were held on January 16<sup>th</sup> and went very well. Further discussion to be held in Executive Session.

**Unfinished Business**

ED Willson requested that the draft letter to the county finance office concerning the county handling of library budgets in FY24 be held until the next meeting with county staff. The matter will be deferred to the next meeting.

**New Business**

Election of Officers—After some discussion, by nomination, the slate of officers for the coming year will be Jeffrey Lewis, President; Rachel Jones, Vice President and Kip At Lee, Secretary. Mr. Alves moved to accept the slate of officers as presented. Ms. Liberatore seconded. The motion passed unanimously.

**Director's Report**

ED Willson highlighted several points from her written report including the 100,000<sup>th</sup> visitor to the new Twin Beaches branch and the upcoming Maryland Association of Public Library Administrators meeting, also at Twin.

There were no questions about the FY25 Budget – P6 report.

ED Willson also shared that the FY26 Draft Zero Based Budget is nearly complete and is due to the county by the end of the month. She will share the spreadsheet with BOLT in advance of the February meeting to allow time for review. Any changes requested by the BOLT can then be made with the County.

Ms. Willson also shared that she was making progress with the county with regards to calculations of benefits charges and the FY25 salary budget.

Action Items	Responsible Party	Due Date
Document Retention Policy	Jackson Lewis	undetermined
Draft FY26 Budget	ED Willson	February 18

### **Reports**

#### Friends of the Library

ED Willson reported that the Friends are in the planning stages for several events including their annual meeting, an event to highlight the new 65<sup>th</sup> history book of the library and participation in the statewide campaign, “101 Reasons Why I Love my Library.”

#### SMRLA

Mr. Crupi reported that the SMRLA board received training in using their new SharePoint site and Teams collaboration space and that their next meeting is scheduled for early February.

#### Foundation

ED Willson reported that the Foundation Board will meet tomorrow night and will work on the coming year’s fundraising goals and strategies to increase participation in the Foundation. Mr. At Lee suggested that a Foundation representative be invited to the BOLT meeting to report on progress and share any ways that the Trustees might support Foundation efforts.

### **Announcements/Other**

Library Legislative Day will be February 11 in Annapolis. Mr. Alves, Mr. At Lee and Mr. Crupi are interested in attending. ED Willson will share when appointments are set with legislators.

### **Next Meeting**

February 18, 2025 via Zoom

### **Public Comment**

None

### **Executive Session**

At 6:05 p.m., Mr. At Lee moved that the BOLT adjourn to Executive Session for the purposes stated in the agenda. Mr. Lewis seconded. The motion passed unanimously.

**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 was briefed on a personnel issue after which Director Willson left the meeting. The BOLT discussed the Director's revised goals for 20025. Mr. Crupi recused himself and the remaining Board members conducted a vote on nomination of a candidate to put forward to the Board of County Commissioners for appointment.

The BOLT returned to the public meeting at 6:19 p.m. following the Executive Session.

**Adjournment**

President Jones adjourned the meeting at 6:20 p.m.