

Calvert Library Board of Library Trustees

Minutes February 17, 2026

In Attendance – 5:30pm

Jeffrey Lewis, President

Ron Crupi, Vice President

Kip At Lee, Secretary

Doug Alves

Emily Barson

Rachel Jones

Renee Liberatore (via Zoom)

Carrie Willson, Executive Director

Sandy Hunting, Recorder

Call to Order & Welcome of Guests

At 5:34pm, President Lewis called the meeting to order and welcomed new Board of Library Trustees (BOLT) member, Emily Barson.

Approval of Minutes

President Lewis presented the January 20th Regular Meeting minutes for approval. Mr. Alves moved to approve the minutes. Ms. Liberatore seconded. The motion passed unanimously. President Lewis presented the Executive Session minutes from November 18th and January 20th for approval. Mr. Alves moved to approve both sets of minutes. Ms. Liberatore seconded. The motion passed unanimously.

President's Report

None

Unfinished Business

None

New Business

Staff Handbook - Personal Leave – calculation for part-time employees and use during probation

ED Willson presented a proposed revision to the Staff Handbook regarding personal leave for part-time employees. The revision would provide a prorated amount of personal leave for part-time staff instead of the current three (3) days for full-time and one (1) day for part-time. The Executive Director also recommended removing the requirement that employees complete their six-month probationary period before personal leave may be used. Mr. At Lee suggested a modification of the new wording for prorated leave calculation for clarity to read, "prorated according to a percentage equal to that derived by comparing the hours they worked to a full-time schedule." Mr. At Lee moved to approve the staff handbook revisions, effective immediately, as revised. Ms. Barson seconded. The motion passed unanimously.

Director's Report

Director's written report

ED Willson highlighted from her written report that the consultants for the new Facilities Master Plan, HBM Architects, will be in Calvert County on February 25th and 26th to visit all branches and Mobile services. HBM is also gathering data from users, staff and stakeholders via surveys. She asked BOLT members complete the stakeholder survey from HBM and, if possible, attend an in-person session tentatively scheduled for the morning of April 10th.

MD Library Legislative Day visits with elected officials went very well.

Staff, particularly Carrie Raines and Robyn Truslow, are working diligently to bring pdfs and our web site in compliance with the WCAG accessibility guidelines. At least in the short-term, this will result on there being less content on the library's web site. Remediating pdf documents to make them accessible to a screen reader requires a fair amount of work and we do not have

the organizational capacity to “fix” all of the content currently on the library web site. On pages where content is removed, Carrie R. will include a standard statement encouraging visitors to reach out to us with requests for additional information.

Southern Branch will be closed March 9-13 for carpet replacement.

ED Willson also discussed the project to replace the wrap on the Bookmobile which brought a larger question about what procurement guidelines should be followed when the library is purchasing with non-county funds. Mr. At Lee motioned that, subject to review by competent legal counsel, that the Executive Director determine selection of a vendor based on best value, as determined by cost along with anticipated performance, and that the Foundation or other funding source be provided with this decision and asked if they will fund some or all of the total cost. Mr. Crupi seconded. The motion passed unanimously. With this guidance, ED Willson will ask staff to create a matrix for this project based on value and expected performance to select a vendor. ED Willson will request funding from the Foundation based on this decision. As in past requests, if the Foundation is unwilling to fund the full amount, the Friends may be asked to assist.

Executive Director Willson also discussed two anonymous Staff Feedback Forms with the Board. She discussed actions the library was taking to address the staff concerns including seeking guidance from Jackson Lewis. The BOLT offered to provide counsel to the Executive Director if the customer behavior noted in the feedback form resulted in needing to ban a customer for any period of time.

FY26 Budget – Period 7 Report

No questions about current report.

Reports

Friends of the Library

ED Willson shared that the next Friends of the Library Pub Quiz will be held March 27th with Mayor Benton again serving as Quiz Master. Additionally, the Friends held their annual meeting with a well-attended screening of the PBS documentary, *The Librarians*.

SMRLA – (Southern Maryland Regional Library Association)

Mr. Crupi encouraged all members to attend the upcoming Tri-county Board retreat at SMRLA on April 16th from 3-6pm.

Foundation

ED Willson conducted a “culture check” at the last Foundation meeting as recommended by the BOLT. The check-in was to measure their interest in combining with the Friends. The Foundation Directors were unanimous in deciding they did not wish to pursue combining the organizations at this time.

Willson stated that she had hoped the change might offer organizational support to the Foundation board as the burden for their extensive amount of work managing donations, donors and fundraising events falls to a small group of people. Mr. At Lee suggested that the Foundation might want to consider hiring professional assistance to support their fundraising efforts should their bylaws permit.

Announcements/Other

Southern MD Regional Library Association Tri-county Board Retreat - April 16 3:00pm at Charlotte Hall Library

Next Meeting

March 17, 2026, via Zoom

Public Comment

None

Adjournment

President Lewis adjourned the Board meeting at 6:46 p.m.