

Calvert Library Board of Library Trustees

Minutes April 21, 2026

In Attendance – 5:30pm via Zoom

Jeffrey Lewis, President

Ron Crupi, Vice President

Doug Alves

Emily Barson

Rachel Jones

Renee Liberatore

Carrie Willson, Executive Director

Sandy Hunting, Recorder

Call to Order & Welcome of Guests

At 5:30pm, President Lewis called the meeting to order.

Approval of Minutes

President Lewis presented the March 17th Regular Meeting minutes for approval. Mr. Alves moved to approve the minutes. Ms. Liberatore seconded. The motion passed unanimously. President Lewis presented the March 17th Executive Session minutes for approval. Mr. Crupi moved to approve. Mr. Alves seconded. The motion passed unanimously.

President's Report

None

Unfinished Business

FY27 Staff Recommended Budget

The current staff recommended budget includes a step increase for staff but does not include the new staff positions requested by the library. There is also a significant cut to the computer hardware budget. ED Willson is preparing a presentation for the May 5th BOCC meeting to advocate for the library in general and the staffing requests. If the computer hardware budget cut is extended into FY28 it would necessitate extending the replacement schedule for staff and public computers from 6 years to 10 years. We can sustain the cut for one year, but it would be detrimental if it continued which ED Willson will convey to Finance and Budget.

New Business

Staff Handbook Revisions

ED Willson presented four potential revisions to the staff handbook as follows.

- Section 2.11 Personal Appearance and Dress Code – staff request for shorts. After discussion, the BOLT declined to consider a change to this policy.
- Section 6.1 Compensation and Salary Scales – clarification. ED Willson presented a revision to the section which had been reorganized and edited for clarity. Mr. Alves motioned to approve the new version as presented. Ms. Liberatore seconded. The motion passed unanimously.
- Section 8.2 Sick Leave – consider adding family leave sick bank donations. ED Willson has sent this new policy to Jackson Lewis for review. BOLT action will be held until the review is completed. Questions were asked about how the policy would interact with MD’s Time to Care Act. BOLT members had no appreciable objection to the new policy as presented. An email vote may be taken after legal review.
- Section 8.12 Inclement Weather and Emergency Closing – revision – pending legal review. BOLT members had no objections to the revised language which added clarification about work expectations for staff when there is a single branch closure. Legal review includes the policy revision and guidance on whether the ED has correctly implemented the policy with regard to single branch closing. Action will be held until the May meeting pending legal review.

Director’s Report

Director’s written report

ED Willson highlighted the new Bookmobile wrap—the design came together really nicely. The new Mobile Services vehicle has been ordered and is being built. She, and the board members who had attended, reported on a very beneficial and informative session for staff and the board with HBM in service of the new Facilities Master Plan. Additionally, ED Willson reported that the DOJ has extended the deadline for compliance with WCAG for a year. Calvert Library’s website has been vastly improved for accessibility, but a number of vendors, including Polaris, have not come into compliance. This may necessitate changes with the library’s circulation software. SMRLA is exploring the implications. Finally, ED Willson highlighted the library’s celebration of National Library Week with advocacy tables at the branches, lunch provided for staff in honor of Library Workers Day and the Volunteer Appreciation luncheon which is scheduled for April 23.

FY26 Budget – P9 report

No questions about current report.

Reports

Friends of the Library

ED Willson reported that the Friends held a very successful Pub Quiz and are very stable financially.

SMRLA – (Southern Maryland Regional Library Association)

Mr. Crupi asked Ms. Liberatore to report on the April 16th SMRLA Board retreat. Ms. Liberatore shared that Tamar Sarnoff, Director, Public Libraries and the State Networking Branch for the MD State Library Agency, presented on board member roles and the importance of recruitment and succession planning in the BOLT’s work. Ms. Liberatore was very pleased at the make up of the Calvert BOLT. Issues experienced by other counties have, by and large, have not been experienced here.

Foundation

ED Willson reported that the Foundation Board is currently considering their next fundraising event.

Announcements/Other

Volunteer Recognition Luncheon is Thursday, April 23rd from 12-2pm at Calvert Library Prince Frederick.

Next Meeting

May 19, 2026 5:30 p.m. on Zoom (note the change from the schedule)

Note: The June 16th BOLT meeting will be held in person at Fairview Branch.

Public Comment

None

Executive Session

At 6:20pm, Mr. Crupi moved that the BOLT adjourn to Executive Session for the purpose consistent with the public notice stated in the agenda. Ms. Liberatore seconded. The motion passed unanimously. 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 BOLT took two votes to approve unpaid leave requests and discussed another personnel topic for which no vote was taken.

The BOLT returned to the public meeting at 6:32 p.m.

Adjournment

President Lewis adjourned the Board meeting at 6:33 p.m.