

Calvert Library Board of Library Trustees

Minutes May 19, 2026

In Attendance – 5:30pm via Zoom

Jeffrey Lewis, President

Ron Crupi, Vice President

Kip At Lee, Secretary

Doug Alves

Emily Barson

Renee Liberatore

Carrie Willson, Executive Director

Sandy Hunting, Recorder

Call to Order & Welcome of Guests

At 5:32pm, President Lewis called the meeting to order.

Approval of Minutes

President Lewis presented the April 21st Regular Meeting minutes for approval. Mr. At Lee moved to approve the minutes as presented. Mr. Crupi seconded. The motion passed unanimously. President Lewis presented the April 21st Executive Session minutes for approval. Mr. Crupi moved to approve. Ms. Liberatore seconded. The motion passed unanimously.

President's Report

None

Unfinished Business

Staff Handbook Revisions

Section 8.2 Sick Leave Donations

ED Willson requested that the discussion of the Sick Leave Donations section of the Staff Handbook be tabled until June to allow for further revisions.

Section 8.12 Inclement Weather and Emergency Closing – revision

ED Willson presented the recommendations from Jackson Lewis for the Inclement Weather and Emergency Closing section of the Staff Handbook. These revisions would bring the Handbook consistent with the letter of the law regarding paying non-exempt staff during emergency closures. The Library's current policy presents a more generous policy for employees. The BOLT expressed agreement that they would prefer to retain the generosity in the policy, particularly because it has already been in place. ED Willson will bring a revised version of this section to the June meeting for review and approval.

New Business

Loanable Technology—Policy Update

ED Willson presented a revised Loanable Technology Policy which generalized the wording to allow for the introduction of new devices for circulation and removed the list of item costs from BOLT approved portion of the policy. They will be listed below the policy for customer reference, but not part of the policy itself so that they can be revised as needed. BOLT members inquired about how customers are made aware of the costs of these items and had suggestions including a QR code or handout at check out to inform customers of their liability should items go missing. After some discussion, it was agreed that they might have been solving a problem that didn't need resolution. ED Willson will send the policy back to staff for further consideration of the Board's concerns and re-present in June.

2026 Holiday Schedule--Clarification

ED Willson presented a revised 2026 Holiday Schedule which clarifies which day is the observed holiday in a multi-day holiday closure such as Memorial Day, Labor Day and, this year, Independence Day. Mr. At Lee moved to approve the new schedule as presented. Mr. Alves seconded. The motion passed unanimously.

Staff Handbook: Section 6.1 Compensation and Salary Scales--Clarification

ED Willson presented changes to Section 6.1 Compensation and Salary Scales, revised for clarity, to state that employees are not eligible for step increases for the first six months of employment except in a specific rehire situation expressly described in the policy. Additionally, employees who are on probation at the time a step increase is scheduled will not receive the

increase until they have successfully completed probation. Mr. Alves moved to approve. Ms. Barson seconded. The motion passed unanimously.

Director's Report

Director's written report

ED Willson reported that the Library will be hiring new substitute librarians—the position will post tomorrow. Additionally, Jackson Lewis conducted anti-harassment training for the management team and for staff. Both were well received, but more training is needed in regard to customer harassment of employees. There is a team working on new customer behavior documents to give staff tools to handle repeat nuisance behaviors and more serious harassing behaviors. The BOLT expressed support for any procedure changes that will protect staff in customer interactions.

ED Willson also reported on the current budget cycle—presentations to the BOCC were well received with Commissioners expressing support for the library, but no new positions were included in the BOCC recommended budget. There is, however, a 2% step and 2.7% COLA for staff included in the budget. Once passed by the BOCC, ED Willson will bring these to the BOLT for approval.

FY26 Budget – P10 report

No questions about current report.

Reports

Friends of the Library

ED Willson reported that the Friends are working on a Speed Puzzle competition program.

SMRLA – (Southern Maryland Regional Library Association)

Mr Crupi reported that there are three new members for the SMLRA board—Lisa Price from Charles County, Bill Holston from Calvert County and Anna Cooksey from St. Mary's County who all bring excellent skills and experience to the Board. There is still one vacant position from Calvert County.

Foundation

No report

Announcements/Other

None

Next Meeting

June 16, 2026 at 5:30pm at Fairview Branch

Public Comment

None

Executive Session

At 6:27pm, Mr. At Lee moved that the BOLT adjourn to Executive Session for the purpose consistent with the public notice stated in the agenda. Mr. Crupi 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 BOLT took one vote to approve an unpaid leave request.

The BOLT returned to the public meeting at 6:28 p.m.

Adjournment

President Lewis adjourned the Board meeting at 6:29 p.m.