Calvert Library Board of Library Trustees
Minutes June 16, 2026

In Attendance – 5:30pm at Fairview Branch

Jeffrey Lewis, President

Kip At Lee, Secretary – virtual

Ron Crupi – virtual

Renee Liberatore

Rachel Jones – virtual

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 guests Renee Downing and Peter Bolek from HBM Architects.

Approval of Minutes

President Lewis presented the May 19, 2026 Regular Meeting minutes for approval. Ms. Liberatore moved to approve the minutes as presented. Ms. Jones seconded. The motion passed unanimously. President Lewis then presented the May 19, 2026 Executive Session minutes for approval. Mr. Crupi moved to approve. Ms. Liberatore seconded. The motion passed unanimously.

President's Report

President Lewis introduced HMB Architect representatives for a presentation outlining the new Calvert Library Facilities Master Plan. This included information on current usage trends. facilities conditions and recommendations, with cost projections, for future buildings and renovations. The final version of the report will be ready by the August Board meeting. Mr. Bolek observed that Calvert Library's operational metrics are all extremely strong and we are doing all the right things programmatically to bring high-quality library service to our users. Noting the strong engagement of community members and the overwhelmingly positive view of the library in the community, he sees a very bright future for Calvert Library's users when the planned building projects for Southern and Fairview come to fruition. HBM is also making recommendations for the expansion of Prince Frederick to get Calvert Library's per capita space closer to the state standard of one square foot per county resident.

Unfinished Business

Staff Handbook Revisions

Section 8.2 Sick Leave Donations

ED Willson further researched the library's sick leave donation policy and found it compliant with the IRS's Voluntary Leave Transfer program and very similar to the county's policy. The changes that would be needed are if we wanted to change our program to a sick bank; Ms. Liberatore observed that sick banks generally work best for organizations with large numbers of employees, not small organizations like ours. There are no recommended changes at this time.

Section 8.12 Inclement Weather and Emergency Closing

ED Willson presented a revised version of the Inclement Weather and Emergency Closing policy which combined recommendations from Jackson Lewis and the more generous than the law requires policy that the library already had in place. Ms. Liberatore moved to approve the policy as presented. Ms. Jones seconded. The motion passed unanimously.

Loanable Technology—Policy Update

After further consultation with circulation staff, ED Willson presented a change in staff training to enable borrowers of loanable technology to understand their financial responsibility at check out. All staff will now automatically print a paper receipt for checkouts of loanable tech which include the replacement cost for said equipment. With this change to operational procedure, Ms. Liberatore moved to approve the Loanable Technology Policy as revised. Mr. Crupi seconded. The motion passed unanimously.

New Business

FY27 COLA and Step

ED Willson presented the 2.7% Cost of Living Adjustment (COLA) and a step increase for all exempt and non-exempt staff (except for Student Pages and IT Interns) that was included in the Board of County Commissioners Adopted FY27 Budget. Ms. Liberatore moved to adopt the Step and COLA. Ms. Jones seconded. The motion passed unanimously.

Director’s Report

Director’s written report

ED Willson highlighted the completion of the wrap for the Bookmobile and the submission of two LSTA (State Library administered Library Service and Technology Act) grant applications. She further discussed the Invitation to Bid for customizing the interior of the new Mobile Services vehicle. The Foundation will supplement the available county funds for that project. Additionally, three new substitute librarians began their onboarding this week and will be a welcome addition to the staff.

FY26 Budget – Period 11 report

No questions about current report.

FY27 BOLT meeting schedule

ED Willson presented the draft schedule for BOLT meetings in FY27 all of which fall on the regular third Tuesday of the month dates with no meeting in July or December.

Reports

Friends of the Library

ED Willson reported that the Friends held their June dinner meeting last week. The Friends continue to support library events and programming along with administering the Community Repair and Restoration Fund grants that the library received.

SMRLA – (Southern Maryland Regional Library Association)

Mr. Crupi reported that the SMRLA board met last week with good discussions about their new Facilities Master plan.

Foundation

ED Willson reported that the Foundation is considering dates in September or October for a donor recognition event on the terrace at the Twin Beaches Branch.

Announcements/Other

There will be no BOLT meeting in July.

Next Meeting

August 18, 2026 at 5:30pm at Southern Branch

Public Comment
None

Executive Session
At 6:34pm, Mr. At Lee moved that the BOLT adjourn to Executive Session for the purpose consistent with the public notice stated in the agenda. Ms. Liberatore 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 and one vote to approve a title change for a job classification.

The BOLT returned to the public meeting at 6:47 p.m.

Adjournment
President Lewis adjourned the Board meeting at 6:48 p.m.