Calvert Library Board of Library Trustees Minutes August 18, 2026

In Attendance – 5:30pm at Southern Branch

Jeffrey Lewis, President

Kip At Lee, Secretary

Ron Crupi

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 noted that there would not be an executive session as it was not needed.

Approval of Minutes

President Lewis presented the June 16, 2026 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 June 16, 2026 Executive Session minutes for approval. Mr. Crupi moved to approve. Ms. Liberatore seconded. The motion passed unanimously.

President's Report

Email vote on 7/28 for unpaid leave

President Lewis noted the vote regarding unpaid leave that was passed by the BOLT via email on July 28.

Bylaws update – Student Member

Brief discussion was had on the new state law that would allow for a student member on the BOLT; adding this member would require a change in the bylaws. The BOLT is supportive of such a change provided that the student member be allowed to vote on policy issues discussed in open meetings. Consensus was that the student member should attend Executive Session but not be permitted to vote on Exec Session topics. Mr. At Lee and Mr. Crupi volunteered to form a subcommittee to bring suggested bylaws changes to the larger group. ED Willson will send student member language from other MD libraries to the subcommittee.

Unfinished Business

Facility Master Plan approval

ED Willson presented the final Facility Master Plan from HBM to the BOLT for approval. Mr. At Lee moved to accept the document as presented with the understanding a note be added to the title page to make clear that it is a planning document and not an approved plan of action from the BOLT. Mr. Crupi seconded. The motion passed unanimously.

New Business

2027 Holiday Schedule

ED Willson presented proposed 2027 Holiday schedule. Mr. At Lee moved to approve. Ms. Liberatore seconded. The motion passed unanimously. Mr. Lewis noted that in most years, an early closing for the Twin Beaches branch on July 3rd would need to be added, but that holiday falls on a Saturday in 2027. Mr. At Lee noted that July 3rd might be an excellent opportunity for the Foundation to use the terrace at Twin for a donor recognition event.

BOCC – BOLT Memorandum of Agreement (MOU) – Review Draft

ED Willson presented the BOCC-BOLT MOU for consideration. To move the discussion forward, Mr. Crupi motioned to approve and Ms. Liberatore seconded. Mr. At Lee noted a number of sections of the document including that “insert agency name” was on page 1. Additionally, Mr. At Lee requested a review of the Library’s insurance to be certain that the liability indemnifications in the MOU were in fact covered by the Library’s policy. Additional clarification was requested as to whether there were any other existing agreements between the library and the county that were not named in the document. Mr. At Lee proposed a friendly amendment to the motion that the BOLT accept the agreement subject to research confirming that all liability accepted by the Library is covered by our existing insurance and that nothing has been excluded from the document which might necessary to future Library operations. Mr. Crupi accepted the friendly amendment and the motion passed unanimously. The BOLT agreed that a final vote could be taken via email once ED Willson answers the outstanding concerns.

Budget Adjustment – FY27 state per capita funding

ED Willson presented a budget adjustment for the state's per capita funding for FY27 that will increase the Library's budget by $50,075. The funds will be split between salary, benefits and computer hardware. Mr. Crupi motioned to approve. Ms. Liberatore seconded. The motion passed unanimously. The BOCC also has this budget adjustment on their agenda for August 18.

Budget Adjustment – Mobile Services CIP – Foundation pledge

ED Willson presented a budget adjustment to add $53,000 to the capital improvement project to support Mobile Service vehicles. Mr. At Lee motioned to approve. Mr. Crupi seconded. The motion passed unanimously. The BOCC will be considering this budget adjustment in September. To facilitate this pledge from the Foundation, a mutual assistance agreement was drawn up between the library, the Foundation and the County. It has been reviewed and signed by President Lewis and Foundation President Deacon.

Memorandum Of Understanding (MOU) – Calvert Library and Southern MD Regional Library Association (SMRLA) - Review

ED Willson shared a draft of the MOU between Calvert Library and SMRLA. The document is intended to clarify the relationship, roles and responsibilities of the operations between SMRLA and the county libraries. It will be signed by the directors of the respective libraries which is different than the Memorandums of Agreement between the Board and the Commissioners or Foundation. Willson shared the document because parts of it veer into policy and she wanted to have the BOLT's approval to enter into the agreement. The BOLT was supportive of the substance of the document and noted how much support the Library receives from SMRLA in a variety of ways. There was some concern, however, about some of the language in the document and that what should be an operations agreement was veering into policy decisions. Discussion of the MOU was tabled by consensus and ED Willson will convey suggestions for improvement before signing.

Director's Report

Director's written report

ED Willson highlighted a number of staffing changes, including Bev Izzi's retirement in December. She also mentioned the Library's continuing partnership with local law enforcement during a number of recent issues. She discussed the coming Request For Proposals (RFP) for a re-organization plan for the Library in partnership with Worcester County Library. There was also an extensive Community Outreach report included in her written report. ED Willson further highlighted Maryland's impending Family & Medical Leave Insurance (FAMLI) program.

The state Collaborative is poised to move forward once bids open for providers. ED Willson has done all of the prep required of individual organizations in terms of registering with the State.

FY26 Budget – Period 12 report - preliminary

Final numbers for this report will not be available for several months. The Board asked for an overview report at the next meeting highlighting over and under-spends of the ledger accounts.

FY27 BOLT meeting schedule

No questions about current report.

Reports

Friends of the Library

The Friends are off for the summer—no report.

SMRLA – (Southern Maryland Regional Library Association)

Mr. Crupi reported that a special meeting for the SMRLA board is upcoming on August 25th. He will report at the September BOLT meeting.

Foundation

The Foundation did not meet in July—no report.

Announcements/Other

None

Next Meeting

September 15, 2026 5:30 p.m. via Zoom

Public Comment

None

Executive Session

None

Adjournment

The meeting was adjourned by consensus at 6:46pm.