Calvert Library Board of Library Trustees Minutes October 20, 2026

In Attendance – 5:30pm on Zoom

Jeffrey Lewis, President

Ron Crupi, Vice President

Kip At Lee, Secretary

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 September 15, 2026 Regular Meeting minutes for approval. Mr. Crupi moved to approve the minutes as presented. Mr. Alves seconded. The motion passed unanimously. President Lewis presented the September 15, 2026 Executive Session Meeting minutes for approval. Mr. Alves moved to approve the minutes as presented. Ms. Barton seconded. The motion passed unanimously.

President's Report

BOLT – BOCC Memorandum of Agreement

President Lewis announced that the new Memorandum of Agreement between the Board of Library Trustees (BOLT) and the Calvert County Board of County Commissioners (BOCC) was approved unanimously for signature by the BOCC President at their October 20, 2026 meeting.

President Lewis also reminded everyone that interviews for new trustees are scheduled in-person at Calvert Library Prince Frederick on November 5th at 1pm. One candidate is unable to attend on that date, ED Willson will send potential dates for a Zoom interview to accommodate that candidate.

Unfinished Business

Customer Expectations Policy - Update

ED Willson presented a revised version of wording for the Customer Expectation Policy regarding bikes and scooters. Mr. At Lee suggested slight alteration to that language that kept the intent but provided even more clarity regarding the goal of accommodating users but keeping the library clean. Mr. At Lee moved to adopt the new language in his version. Mr. Crupi seconded. The motion passed unanimously.

New Business

2027 Holiday Closures

ED Willson presented a revision to the 2027 Holiday Closure to reflect the federal observance of the New Year's holiday for 2028. Mr. Alves moved to approve and Ms. Liberatore seconded. The motion passed unanimously. Accordingly, the library will be closed Friday, December 31, 2027 for the observed holiday and Saturday, January 1, 2028. Only Friday's closure will be a paid holiday for staff.

Family and Medical Leave Insurance (FAMLI) Coverage

ED Willson met with the County's Director of HR to discuss Maryland's new FAMLI law and how best to comply. Like the library, the County is not planning to join the state's insurance plan. Their current plan is to explore private insurance for at least one year. Their ultimate plan is to modify employee benefits to meet or exceed the new state regulations. ED Willson is endorsing a similar plan for Calvert Library and requested that the BOLT approve the Executive Director submitting a Declaration of Intent (DOI) to the State of Maryland by November 15, 2026 indicating that Calvert Library will be seeking an alternative to the state plan. Mr. At Lee so moved with consideration paid to the county's implementation of changes to employee benefits. Mr. Crupi seconded. The motion passed unanimously.

BOLT Bylaws update—Youth Member of Board

Mr. At Lee and Mr. Crupi presented revised Bylaws that will allow for a Youth member of the BOLT and made administrative revisions throughout the document. The Youth Member additions follow state law. Youth members will have full rights of deliberation and may vote on everything except individual personnel matters; they may not serve as BOLT officers. The BOLT made some additional suggestions during the meeting. ED Willson will distribute the newest version of the Bylaws for further consideration and they will be on the agenda for a vote at the November meeting. All BOLT members should come prepared with any additional suggested revisions.

Staff Handbook—hiring

As a follow up to the discussions held in the last Executive Session, ED Willson presented a revision to the Staff Handbook to allow the Executive Director to appoint staff to positions instead of going through the normal hiring process in specific situations. Mr. At Lee suggested adding the word "exigent" to describe organizational restructuring that would be permitted under this section. Mr. At Lee moved to adopt section 3.2.1 to the staff handbook with the suggested revisions to the language proposed by the ED. Ms. Liberatore seconded. The motion passed unanimously.

Director's Report

Director's written report

ED Willson discussed staffing updates including the opportunity for two library assistants through the state's Maryland Corps Service Year initiative. She will have more information at the next meeting. She also discussed the kick off with the consultant for the Reorganization Study and the plans for upcoming staff day on October 23rd. Additionally, ED Willson reviewed the upcoming state AI and the staff work group alpha-testing AI Guidelines for Calvert Library. Mr. At Lee requested that a draft of the Guidelines be shared with the BOLT when they are closer to a final draft. Lastly, the BOLT and ED Willson briefly discussed the library's current payroll platform and their HR services.

FY27 Budget Period 3 expenditure report

No questions on this report.

Reports

Friends of the Library

ED Willson reported that the Friends will host Pub Quiz on November 13th. Additionally, Colleen Cano will take on Treasurer duties as of November 1st.

SMRLA – (Southern Maryland Regional Library Association)

Mr. Crupi reported that the SMRLA board met on October 13 for a presentation from their consultant on investments. Additionally, the new auditor hired by the board reported a clean audit for this year.

Foundation

The Foundation has postponed their Donor Recognition Event scheduled for October 24 to coincide with the fireworks display in North Beach next July. Their next meeting is next Tuesday. ED Willson also reported that Mr. At Lee and Mr. Crupi are reviewing the MOU between the BOLT and the Foundation that is in need of updating.

Announcements/Other

Citizens for Maryland Libraries Annual Meeting – November 7 Owings Mills Branch of BCPL
Friends of Calvert Library Pub Quiz – November 13 at the Fairgrounds

Next Meeting

November 17, 2026 5:30 p.m. at Calvert Library Prince Frederick

Public Comment

None

Executive Session

At 6:37pm, 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. The motion passed unanimously.

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.

A vote was taken to approve unpaid leave for a staff member.

The BOLT returned to the public meeting at 6:44 p.m.

Adjournment

President Lewis adjourned the public session of the Board meeting at 6:45 p.m.