

**Board of Library Trustees
June 14, 2016 – at Calvert Library Prince Frederick - Minutes**

Present:

Martha Grahame, President
Stewart Cumbo
Karen Eggert
Celeste Fort
Wilson Parran
Terese Wells
Carrie Plymire, Director
Beverly Izzi, Recorder

Absent:

Carolyn McHugh

Call to Order

Meeting called to order at 2:06pm by President Grahame.

Minutes

Mr. Cumbo moved to approve the minutes of the May 10, 2016 meeting as disseminated electronically with correction. Ms. Wells seconded the motion. The motion passed unanimously.

President's Report

Ms. Grahame reported that she would be attending the American Library Association conference in Orlando June 23-28.

Director's Report

FY16 Budget

Director Plymire shared the FY16 Budget with the Board of Library Trustees (BOLT). Plymire reported that she expects most accounts to be spent down by the end of the fiscal year. She stated that she will be leaving approximately \$10,000 in Contracted Services to offset the lower revenue projections for FY16. There will be unspent funds in the Salary account and benefits will not be posted until August or September. The annual technology hardware purchase order has been submitted. Vehicle maintenance is overspent.

The finalized FY17 Budget has been passed by the Calvert County Board of County Commissioners.

Director Plymire reviewed highlights of her written report:

Monthly Report for April was passed out in paper form. Plymire will be sending it out electronically as well.

RFP Statuses – bids for the cleaning contracts for Prince Frederick and Southern Branch will be

opened on June 23. The RFP for the Facilities Master Plan for Calvert Library and Charles County Public Library should be going out in the next week.

Welcome Back Week – initial report was shared. As of June 13th 1,596 unique customers had overdue fines waived and 255 customers had lost material fees forgiven. 368 customers had their collection fees waived. The majority of the fines and fees were accumulated in 2014 and 2015, but many of the customers who returned during Welcome Back Week had bills dating from 2013 and earlier. The total in dollars at this point is \$46,160. A final report will be made after the raincheck period ends on July 5. The public has had an overwhelmingly positive response to the initiative. Lots of stories were gathered of families returning to the library, small business owners and young adults clearing their accounts and using the library again. After July 5, a larger publicity effort will be made to tell the story of the affect that Welcome Back/Fine Forgiveness Week had on the community will be launched.

Plymire stated that she will be preparing her portion of her annual performance review and will send it out before the August BOLT meeting. President Grahame added that an Executive Session will be on the August agenda to allow the Board to discuss the Director's evaluation.

Unfinished Business

End of Fiscal Year spending – Director Plymire reported on end of the year budget adjustments which the BOLT gave her leeway to make at the May meeting. She reported that \$2,100 was moved from Contracted Services into Copy Machine to cover the overage expected in that account; public use exceeded expectations. \$13,700 was moved from Hard Back Books/Reference to Audio Visual Materials (AV). (These funds were unspent primarily in reference and non-fiction.) Additionally, \$9,900 was moved from Contracted Services to AV. (There was extra money in Contracted Services for several reasons: additional state funding, fewer customers being sent to Unique, and lower costs for the newly negotiated contracts for the Employee Assistance Program and Directors & Operators insurance.) 5,000 of the additional money in the AV account will go to One Click downloadable books and audio books. The remaining \$18,600 will go to Hoopla for streaming TV, movies, comic book, audio book and ebook downloads for next fiscal year.

New Business

3D Printer Policy was presented for BOLT approval. Mr. Parran moved and Ms. Fort seconded approving the policy with the addition of a sentence indicating that the library can charge for fees associated with supplies and use of the 3D printer.

Staff Day will be held on Columbus Day instead of Veterans Day in 2016.

Reports

Friends of the Library

President Grahame noted that the Friends Sidewalk Book Sale at Calvert Library Prince Frederick May 21 was a moderate success considering that rain required the sale to be held indoors. It raised \$1,200 even with the bad weather. President Grahame also said that the Friends will be holding a Mini Golf Fundraiser Sept 23-24, 2016 at Calvert Library Prince Frederick.

Director Plymire indicated that the decision of whether to be open for regular business that Saturday that the mini golf course is set up in the library, is still under consideration.

SMRLA

Ms. Eggert stated that SRMLA held a business meeting via conference call. They approved a new 5-year copier contract.

Foundation

President Grahame reported that the Foundation will hold a reception for donors the evening of October 15 at Calvert Library Prince Frederick

Other

An inquiry was made about marking out parking spaces in the pull-in area in front of Calvert Library Prince Frederick. Director Plymire said that she would follow up with Wilson Freeland, director of General Services. It isn't clear whether Marrick or the County owns that space or whether marked parking spaces would encourage longer parking. The topic was raised because of customer frustration that one or two vehicles can occupy the whole space even though 3-4 cars might be able to fit if it were marked out like on-street parking.

Another inquiry was made about the status of the Marrick project to turn the grassy area between the library and Panera into additional parking. Director Plymire will follow up with Marrick and report out at the August meeting.

President Grahame adjourned the meeting at 3:05pm.

Next Meeting – August 16 at 2:00pm – Calvert Library Prince Frederick

There is no July meeting.