

**Board of Library Trustees  
Calvert Library Prince Frederick  
March 14, 2017 – Minutes**

**Present:**

Martha Grahame, President  
Stewart Cumbo  
Karen Eggert  
Catherine Grasso  
Jeffrey Lewis  
Carolyn McHugh  
Carrie Plymire, Director  
Beverly Izzi, Recorder

**Call to Order**

Meeting called to order at 1:57pm by President Grahame.

**Minutes**

Ms. Eggert moved to approve the minutes of the January 10, 2017 meeting as disseminated electronically. Mr. Lewis seconded the motion. The motion passed unanimously.

**President's Report**

President Grahame did not have a report at this time.

**Director's Report**

**FY17 Budget**

Director Plymire shared the FY17 Budget with BOLT. Expenditures are generally on track for the year. Advertising is currently underspent, some funds are earmarked for summer reading and a portion will go to cover possible overage in supplies. Expenditures are consistent.

**Director's preliminary written report**

Director Plymire reviewed highlights of her written report:

Director Plymire noted that the Maryland Humanities Council announced today next year's One Maryland One Book, *Purple Hibiscus* by Chimamanda Ngozi Adichie.

Director Plymire shared that Innovation Grants are being offered again by DLDS. The library will be applying for a grant for about \$7,000 to refresh the Imagination Stations and early literacy programming. Applications are due March 31 and grants will be announced in April. Funds need to be spent by September 30, 2017.

**FY16 Annual Report – Final Draft**

Director Plymire shared the Final Draft of the FY16 Annual Report. An error was identified in the list of Calvert Library Foundation board members which will be updated.

## **Unfinished Business**

### Facility Master Plan Update

Director Plymire shared that the consultant is currently compiling data from the surveys. In April/May the final draft will be presented. The plan will have recommendations for each facility. The final report will be presented to the BOCC. Once adopted the Plan will provide a roadmap for improvement, renovation and building of library facilities. A question arose regarding choosing sites, Plymire clarified that when a building project arises the BOLT recommends the site for a future building and that selection requires approval by the County Commissioners.

### MOU with Calvert County Government

Director Plymire talked the BOLT through the current draft of the Memorandum of Understanding with Calvert County Government. Suggestions included adding citations from the Laws of Maryland Relating to Public Libraries to the draft where appropriate. Discussion was had about ownership of property in the context of the AG's opinion. Language has been proposed about how increases in state funding will be added to the library's budget; that language is not in the current draft. Plymire will be meeting again with county staff before a final draft is presented to the BOLT and the BOCC.

## **New Business**

### SMRLA Board member appointment

Ms. McHugh will be the third Calvert member serving on the SMRLA Board.

### Election of VP

Ms. Eggert nominated Ms. McHugh for Vice President of the BOLT. Mr. Cumbo seconded the motion. Ms. McHugh was unanimously elected as the Vice President of the BOLT.

### Update Bulletin Board Policy

The BOLT reviewed an updated draft of the Bulletin Board Policy. Ms. McHugh made a motion to approve the updated Bulletin Board Policy. Mr. Cumbo seconded the motion. Motion approved unanimously.

### Budget transfers for Hoopla and One Click

Director Plymire requested approval to move \$10,000 from Contracted Services to Audio Visual Materials. \$8,000 will go to One Click. \$2,000 will go to Hoopla. Mr. Lewis made a motion to transfer \$10,000 from Contracted Services to Audio/Visual materials. Ms. Grasso seconded the motion. Motion approved unanimously.

## **Reports**

### Friends of the Library

President Grahame shared that there was a successful Pub Quiz last Friday, March 10, 2017.

### SMRLA

Ms. Eggert stated Southern Maryland Library Association (SMRLA) Corporation meeting will be held April 11, 2017 at 9:45am. Inclement weather postponed that meeting which was originally scheduled for today. The Corporation consists of the total boards of each county library system. Ms. Graham will need to know your proxy vote on the proposed changes to the bylaws if you will not be attending that meeting.

#### Foundation

President Grahame noted that the Foundation is postponing a proposed Capital Campaign until plans for Twin Beaches are more settled.

#### **Announcements/Other**

County Budget Hearing – March 21 7:00 at Calvert Pines  
Friday, March 31 Trustee Interviews beginning at 12:45pm

There was no public comment.

President Grahame moved close meeting at 4:58pm.

**Next Meeting** – April 11, 3:00pm at Calvert Library Prince Frederick

Note\*\*The April 11 meeting was cancelled so that Director Plymire could attend the Board of County Commissioners Unresolved Budget Issue hearing.