

**Board of Library Trustees
Calvert Library Twin Beaches Branch
September 12, 2017 at 2:00 pm – Minutes**

Present:

Martha Grahame, President
Carolyn McHugh, Vice-President
Delores Brown
Stuart Cumbo
Karen Eggert
Catherine Grasso

Carrie Plymire, Director
Joanie Kilmon, Branch Manager
Heather Malcomson, LATI Student
Emily Mudd, Recorder

Absent:

Jeffrey Lewis

Call to Order

Meeting called to order at 2:04 pm by President Grahame.

Minutes

Ms. Grahame offered two corrections to the August minutes.
Ms. Eggert moved to approve the minutes of the August 8, 2017 meeting as revised. Ms. Grasso seconded the motion. The motion passed unanimously.

Directors Report

Ms. Plymire introduced Heather Malcomson, a staff member at the Twin Beaches Branch who has just started her Library Associate Training Institute (LATI). One of her assignments is to attend a Board of Library Trustees (BOLT) meeting.

Director's Preliminary Written Report

Calvert Library has an opening for a Branch Manager for Prince Frederick. The new Circulation Supervisor at Prince Frederick will be Carolyn Lenz. This will leave a job opening for the position of Assistant Branch Manager at the Twin Beaches Branch.

Ms. Plymire shared that the Memorandum of Understanding between Calvert Library and Calvert County Government is close to being ready. There is still some language to finalize regarding state per capita funding increases. The budget language will have to be approved by legal before a final draft can be brought to the BOLT.

The Maryland State Library Agency will announce the award of grants near the end of September. Plymire stated that Calvert was applying for two grants. One is for funds to update the Staff Handbook. The other is a tri-county grant for mobile hot-spots.

Ms. Plymire noted that she presented the 2017 One Maryland One Book (OMOB) selection to the County Commissioners at their September 12 meeting.

FY17 Budget – Expenditures

This report is not yet finalized and a new report will be handed out at the next meeting of the BOLT.

FY18 Budget - Revenue and Expenditures

Revenue is slightly higher than last year which Plymire credited to a very successful #CalvertReads summer program. Expenses are generally on track. However, banking expense is higher than usual due to the change of credit card vendors. New credit card machines had to be purchased to make the switch. Fees were also looking higher than expected and Plymire noted that she'd identified a monthly charge of \$40 per machine that had been in error and is being credited to the account.

Unfinished Business

Mr. Cumbo updated the board on the unfinished business regarding his query to the ethics board. His June 19th letter requesting an opinion of whether he, as a member of the Chesapeake Beach Town Council, should recuse himself from the decision of the placement of the future new Twin Beaches Branch just received a response. After some discussion, the board came to the conclusion that the response needs further clarification. Mr. Cumbo will make this request of the Ethics Commission.

New Business

Updated Collection Development Policy

Ms. Plymire stated that the updates to the Collection Development Policy were to the introduction and the last page as those sections referred to meetings that happened more than twenty-five years ago. There was little change to the body of the document. Ms. Plymire reviewed the process of a materials selection request for reconsideration and explained that if a formal complaint occurred, the board of trustees would be informed immediately. Objections to materials are usually handled by front-line staff and written complaints are very rare. Ms. Plymire will share the process taken by staff with the trustees. Ms. Eggert motioned to accept the Collection Development Policy as updated. Ms. Grasso seconded the motion. There was no discussion, the motion passed unanimously.

Capital Improvement Plan (CIP) Project Requests FY 19-24

The first draft of the FY19-24 Library projects has been submitted. The figures that Ms. Plymire used and the timing of projects reflects the recommendations of the Facilities Master Plan. The only major change to the CIP was to add funds for a feasibility study to the Architecture and Engineering (A&E) column of the Twin Beaches Branch project. Plymire also stated that because feasibility would need to be included in the project to assist the BOLT in making a site recommendation to the Board of County Commissioners, she stretched the period for A&E over two years instead of one. The next step in the CIP process will be meetings with county staff.

Reports

Friends of the Library

The Friends of the Library book sale is on Saturday, September 16th. They could use assistance with set up and take down.

SMRLA

There was no meeting this morning, rather they hosted an orientation for new Board members including Ms. McHugh.

Foundation

The Foundation Art Auction will be held on October 7th at St. Paul's. Tickets are currently on sale and sponsorships are available. Space for program advertisements are also available for purchase.

Announcements/Other

October 14 Statewide Trustees, Friends, Foundation Conference – Laurel Library 9:30 – 3:25

Public Comment

There was no public comment.

Ms. Grahame adjourned to visit the prospective sites for the new Twin Beaches branch at 2:03 pm.

Next Meeting

The next meeting will be the Board Retreat, held on October 17th, 1-5:00pm at Chestnut Cabin, Scientist Cliffs. **The retreat was cancelled in favor of a regular meeting October 17th, 2-5:00pm at Calvert Library Prince Frederick.**

Respectfully submitted,

Emily Mudd