

**Board of Library Trustees
Calvert Library Southern Branch
October 17, 2017 at 2:00 pm – Minutes**

Present:

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

Call to Order

Meeting called to order at 2:00pm by President Grahame.

Minutes

Ms. Eggert moved to approve the minutes of the Sept 12, 2017 meeting as disseminated electronically. Ms. Grasso seconded the motion. The motion passed unanimously.

Director's Report

FY17 Budget

Director Plymire reported to Board of Library Trustees (BOLT) that expenditures for the FY17 budget have been finalized. Final report was disseminated electronically. The Operating budget was spent down to \$2,219.27, \$0.71 remained in Capital and \$16,471.45 was unspent in Salary. Plymire reiterated that Salary money may not be moved to Operating or Capital.

FY18 Budget

Director Plymire reported that expenditures are on track for FY18 and revenues YTD are a little higher than projected.

Director's Preliminary Report

Director Plymire shared that interviews for Branch Manager of Calvert Library Prince Frederick (PF) will be Wednesday, October 18, 2017.

Director Plymire shared that the library received a competitive state grant to revise the staff handbook. That grant project will include an equity analysis of library policies and hiring practices. That project is slated to begin in February 2018.

St. Mary's grant request for the three county libraries to acquire and lend WiFi Hotspots has garnered a \$25,000 grant to be administered by SMRLA and shared between the counties.

Plymire also highlighted the Market Analysis conducted by Orange Boy which shows that Calvert Library has excellent market penetration in the county. She also shared that Calvert Library has a Net Promoter Score of 93.6 which is outstanding.

Unfinished Business

Capital Improvement Projects FY19-24

Director Plymire reviewed priorities for Capital Improvement Projects (CIP) projects for FY19-24. FY19 includes funds for a new Mobile Library vehicle and Architecture and Engineering for new Twin Beaches Branch. Fairview is slated to begin design planning in FY24. A new Southern Branch is scheduled to follow Fairview.

Update on site selection for Twin Beaches Branch

Director Plymire relayed that she has updated Wilson Freeland and CJ Jones regarding the sites proposed by each town. The next step in the Twin Beaches Branch building project will be the design phase. This is dependent on the approval of the FY19 CIP budget. An initial concept for each site will be developed with community input (also known as the “programming” phase). Once costs are established for each site, a final decision will be made about siting the new library and then the architecture and engineering phase begins in earnest. Ms. Grasso shared that she has requested crime data from both towns and will share that information with the rest of the BOLT and the Director when she receives it.

New Business

Child Online Protection Act (COPA) and Orange Boy

Background: For over a decade, using Constant Contact, we have sent emails to all customers, regardless of age. Since parents must sign their children up for a library card if they are under 16, the email that is listed on a child’s account is generally the parent’s email and/or they are giving us tacit permission to contact them regarding their library account and library programs.

- Calvert Library used Constant Contact to send customer emails until implementing Orange Boy’s Savannah product in August 2017.
- Non-profits are exempt from COPA rules about sending email to minors (under 13); however, it is a little greyer when we start using 3rd party products.
- Orange Boy as a for-profit company, has a policy to not send email to any customer under the age of 13 in compliance with COPA.
- Orange Boy does have other customers who have asked that emails be sent to all customers regardless of age. To change this setting requires a letter from the Director stating our desire to send email to all customers.

Ms. Eggert made a motion directing the Director to request that Orange Boy enable Calvert Library to send emails to customers under the age of 13 who have regular library cards. CRAB card holders under 13 will not be sent email about library programs using Savannah as their guardians have not had to grant permission for the child to get a CRAB card. Mr. Cumbo seconded the motion. Motion passed unanimously.

Education Upgrades

Director Plymire shared that Public Services Librarians receive an upgrade after receiving their Library Associate Training Institute (LATI) certificate. She proposed that the BOLT similarly

reward employees who earn their Masters of Library Science degree (MLS) or, in the case of IT staff, a new certification.

Mr. Cumbo made a motion to approve an in-grade educational increase to librarians who earn their MLIS and to IT staff who earn certifications. Motion seconded by Ms. Eggert. Motion passed unanimously.

Materials Reconsideration Procedure

Director Plymire noted that there were no changes to this procedure from the 2008 document. Ms. McHugh made a motion to reaffirm the Material Reconsideration Policy. Ms. Grasso seconded the motion. Motion passed unanimously.

FY19 Budget Priorities

Director Plymire stated that there is an expected increase in state per-capita funding this year. The library community will be closely watching the budget process to make sure that increase is included. She proposed that the potential increase be split between staff development and the materials budget. She noted that all library associates and professionals are required to maintain 90 hours of trainings every 5 years to maintain their certification.

Ms. McHugh raised concerns about the salary levels of front-line employees. She noted that county employees have lower educational requirements than Public Service Librarians in the same grade. After discussion it was agreed that the BOLT is interested in comparing library staff salaries to neighboring counties library staff, Calvert County Government employees and Calvert County Public School teachers. Director Plymire agreed that librarians were not paid what they were worth and noted that when St. Mary's did a Salary Study in 2013, Calvert Library positions were similarly paid to other nearby library systems. In 2013 St. Mary's raised their salary scale to match Calvert's. Charles County has always been more highly paid than Calvert but their staff pay considerably more in health care costs.

Ms. McHugh made a motion that a salary study for employees of Calvert Library be done. Ms. Eggert seconded the motion. Motion passed unanimously. Director Plymire will research this topic for the next meeting and will report back about whether there are funds to undertake that study in FY18.

Ms. McHugh encouraged BOLT members to attend budget hearings. Director Plymire noted that the next opportunity to do so is the FY19-24 Capital Improvement Plan BOCC work session on the afternoon of October 31.

Director Plymire sought BOLT guidance regarding prioritization of staffing requests. It was agreed that staff to support the new Mobile Library vehicle will be the top priority for FY19. A request will also be made for an Assistant Director. Sunday hours will not be included in the FY19 budget request.

In addition to "cost of business" increases to Operations line-items, it was recommended that Director Plymire request additional funding for Leadership Southern Maryland tuition instead of Leadership Maryland tuition which will enable other upper management staff to go through the local program.

FY19 budget is due to county finance staff on October 31. Plymire will bring the draft submission to the BOLT for approval at the November BOLT meeting.

Reports

Friends of the Library

President Grahame shared that the Friends of Calvert Library will hold a Pub Quiz fundraiser November 3. Bob Carpenter will be the Quiz Master for this event.

SMRLA

Ms. Eggert reported that Southern Maryland Library Association (SMRLA) will have an Orientation for new staff and trustees on November 16 from 9am-1pm. BOLT members that have not attended a SMRLA Orientation are encouraged to attend this session. She also noted that there will be Media Training on November 30 from 10am-2:30pm.

Ms. Eggert shared a PowerPoint of building features from the Laurel Branch of Prince George's County Memorial Library System. The branch tour was part of the Citizens for Maryland Libraries (CML) Statewide Trustees, Friends and Foundation meeting on October 14, 2017. Mr. Cumbo, Ms. Grahame and Ms. Eggert concurred that the day had been very worthwhile.

Foundation

President Grahame noted that the Foundation held a successful Art Auction October 7 at St. Paul's Episcopal Church in Prince Frederick. As of this date, she has not heard how much the auction had made.

Announcements/Other

MD Trustee Handbook Pocket Guide discussion will be moved to the November meeting agenda.

New Date for BOLT Retreat

It was proposed that it be rescheduled for January. Director Plymire will look at past agendas to ascertain whether January is usually a light agenda.

There was no public comment.

Executive Session

President Grahame stated that the remainder of the meeting would be in Executive Session to discuss the annual performance evaluation of the Library Director and pay for the Interim Branch Manager of Calvert Library Prince Frederick. Ms. Grahame moved to go into Executive Session according to statutory authority 3-305(b)(1) at 4:00pm. Mr. Lewis seconded the motion. The motion passed unanimously.

Meeting moved to Executive Session at 4:00pm.

BOLT members Brown, Cumbo, Eggert, Grahame, Grasso, Lewis and McHugh, attended the closed session.

Ms. Eggert moved and Mr. Cumbo seconded a motion to pay interim appointments, for Branch Manager and above, at a higher rate if they are in the position for more than 30 days. The new pay rate would go into effect after thirty days and would be retro-active. Interim appointments are made at the discretion of the Director.

The BOLT also discussed the Director's Performance Evaluation; more time will be needed on the November meeting agenda for this topic.

Mr. Cumbo moved and Ms. McHugh seconded a motion to adjourn the closed session at 4:37pm.

The regular meeting adjourned at 4:38pm.

Next Meeting – November 14, 2017 2:00pm at Fairview Branch