

**Board of Library Trustees  
December 13, 2016 – Minutes  
Calvert Library Prince Frederick**

**Present:**

Martha Grahame, President  
Carolyn McHugh, Vice President  
Stewart Cumbo  
Karen Eggert  
Celeste Fort  
Wilson Parran  
Terese Wells

Carrie Plymire, Director  
Beverly Izzi, Recorder

**Call to Order**

Meeting called to order at 2:03 pm by President Grahame. Farewell and appreciation was given to Terese Wells and Celeste Fort for their years of service on the Board of Library Trustees (BOLT).

**Minutes**

Ms. Wells moved to approve the minutes of the November 12, 2016 meeting as distributed electronically. Mr. Parran seconded the motion. The motion passed unanimously.

**President's Report**

President Grahame stated that Jeffrey Lewis and Catherine Grasso were appointed by the Calvert County Board of County Commissioners at their December 13, 2016 meeting to serve on the Board of Library Trustees. They assume the spots vacated by Ms. Wells and Ms. Fort on the BOLT.

**Director's Report**

**FY17 Budget**

Director Plymire shared the FY16 Budget with the BOLT. Expenses are on track for the year. Income for copies, faxes and miscellaneous revenue is on track for the year; fine income continues to be consistently 60% lower than budgeted due to auto-renewal.

**Director's Written Report**

Plymire thanked the BOLT for the feedback in her annual performance review which President Grahame had reviewed with her.

She noted that she has extended Employee Assistance Program (EAP) to substitutes.

Ms. Plymire was asked to serve on the Leadership Southern Maryland Board and to chair their Program Committee. She has reduced her duties on the Young Professionals Network of the Calvert County Chamber of Commerce to accept this new role.

Plymire also reported that the plotter printer is not currently set up for public printing. Only a few staff are trained in using the printer which is located in the workroom at Prince Frederick. Setting it up for public printing would cost more staff time than we would be able to recoup in charges as printing on it is fairly expensive.

### **Unfinished Business**

None.

### **New Business**

**Proposed Meeting Schedule for 2017** was distributed by Director Plymire. It was agreed that meetings will be officially scheduled and posted on the library web site and in Calvert Library locations one month prior to the meeting date.

There will be no BOLT meeting in February 2017. Board members have been asked to attend the Maryland Library Association's Library Legislative Day reception on February 14, the Southern Maryland Regional Library Association's corporate meeting which is in February (date to be determined) and will also have the option of attending the Southern Maryland Delegation reception on February 28<sup>th</sup>, 2017.

### **Election of 2017 Officers**

President Grahame opened the floor for nominations. Ms. Fort nominated Ms. Grahame for President; Mr. Cumbo seconded. The vote in favor was unanimous.

Ms. Grahame nominated Mr. Parran as Vice President; Mr. Cumbo seconded. Ms. Wells nominated Ms. McHugh for Vice President; Ms. Eggert seconded. After paper ballots were counted, Mr. Parran was elected as Vice President.

### **Updated Staff Handbook polices:**

Director Plymire introduced two policies for addition to the Calvert Library Staff Handbook.

1. Include an allowance for meals (\$45/day, \$8 for breakfast, \$12 for lunch, \$25 for dinner) for staff traveling to overnight meetings/conferences. Receipts must be provided. No alcohol will be covered. First and last days of travel will be pro-rated at a lower amount.

Mr. Parran made a motion to add the meal allowance policy stated above to the Staff Handbook.

Ms. Wells seconded the motion. Motion passed unanimously.

2. Any "use or lose" Annual Leave that a staff member has, in excess of the amount that may be rolled-over to the following year, may be converted (one to one) to sick leave.

Ms. Wells made a motion to add the above text regarding converting excess annual leave to sick leave to the Staff Handbook. Ms. Eggert seconded the motion. The motion passed unanimously.

Ms. Plymire also introduced adding a statement about political expression to the handbook. After discussion, it was agreed that she will continue to work on the wording and bring it to a future meeting.

## Update to Loan Policy

Director Plymire proposed the following changes to the Calvert Library Loan Policy:

- Audio Books – change from \$1 a day to \$0.25 a day, \$20 max to \$10 max
- DVDs – change from \$20 max to \$10 max
- DVD Express – change from \$20 max to \$10 max
- E-Readers – change from \$1 a day to \$0.25 a day \$25 max to \$10 max

Item	Loan Period	Overdue Fee
Books (except BookXpress) Music CDs, PlayAways, Books on CD, Kits, E-readers	21 days	25¢/day; \$10 max
BookXpress	7 days	50¢/day; \$10 max
DVDs, Blu-rays, Video Games (limit 6),	7 days	\$1/day; \$10 max
DVDXpress and Blu-rayXpress	3 days	\$2/day; \$10 max
eBooks, eAudio. Downloadable magazines and streaming/downloadable music, TV, and movies	varies	No fine!

Plymire explained that because our audio book collection has grown considerably and the individual titles are less expensive than they used to be, there is no longer a good justification for charging \$1 a day as the overdue fee. The fee max was lowered to \$10 for each type of fine to make it easier for customers to pay their fines instead of stopping their use of the library.

Motion to approve the proposed changes to the Loan Policy made by Mr. Parran seconded by Ms. Eggert. Motion passed unanimously.

## Reports

### Friends of the Library

Ms. Grahame noted that the Friends will have a dinner meeting tomorrow night. Friends renewal letters will be sent out within the week for 2017. Next Pub Quiz is set for March 10, 2017. Last Pub Quiz was a sellout. January 12-14 will be the Friends Winter Book Sale. Help Thursday morning for set up and Saturday afternoon for take down would be appreciated for the Book Sale.

### SMRLA

SMRLA (Southern Maryland Regional Library Association) Board did not meet today. The next meeting will be January 10 at which time they will set a date for the corporate meeting in February. Ms. Fort will remain on the SMRLA Board to complete the process of revising the Bylaws.

## Foundation

Ms. Grahame reported that the Foundation will have a dinner next Wednesday night, December 21 at Mamas. The Foundation is hosting a potluck get-together for Friends, Foundation and Trustees the evening of Friday, January 13<sup>th</sup> at Calvert Library Prince Frederick

## MACL (Maryland Advisory County on Libraries)

Next meeting is January 11, 2017. At the January BOLT meeting, Mr. Parran will summarize and review the September 2016 opinion of the Attorney General regarding the role of Counties and Library Boards. This is an opinion that Kip Hine, former Calvert BOLT member and President of MACL requested before he passed away.

## Announcements/Other

Southern MD Legislative Reception will be held February 28th 7:00-9:00pm

Meeting adjourned at 3:32pm.

## Executive Session

Ms. McHugh moved to adjourn to Executive Session according to statutory authority 3-305(b)(1). Ms. Eggert seconded motion. Motion passed unanimously.

Meeting moved to Executive Session at 3:32pm

BOLT members Cumbo, Eggert, Fort, Grahame, McHugh, Parran and Wells attended the closed session. The BOLT discussed the job title and grade classification of the Public Services and Web Design Librarian. Discussion focused on the number of hours spent in administration, scope of responsibility, and comparable job in county government. Ms. Eggert moved that the position be reclassified as grade 22, exempt, Library Marketing Specialist. Ms. McHugh seconded the motion. Motion passed unanimously.

The closed session adjourned at 3:48pm.

The regular meeting adjourned at 3:49

**Next Meeting** – January 10, 2017 at 2:00pm – Calvert Library Prince Frederick