

**Board of Library Trustees
February 09, 2016 –Minutes**

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 2:00 pm by President Grahame.

Minutes

Mr. Cumbo moved to approve the minutes of the January 12, 2016 meeting as disseminated electronically. Ms. Eggert seconded the motion. The motion passed unanimously.

President's Report

President Grahame stated that she, Pat Hofmann, and Cathy Grahame attended the Citizens of Maryland Libraries (CML) annual meeting and then the legislative reception in Annapolis this past week during Maryland Library Legislative Day. President Grahame passed out membership applications for CML to the Board of Library Trustees (BOLT).

Director's Report

FY16 Budget

Director Plymire shared the FY16 budget expenditure report and income statement with the BOLT. Expenses and income are both on track for the year. Plymire noted that mileage is a little up for the year, there will be enough money in supplies to cover this. Fine income continues to be down for the year but copies and fax income are making up the difference.

Oral History Project Update – Robyn Truslow

Ms. Truslow shared details about the Oral History Project. She brought recording equipment for show and tell. The theme is Transforming Calvert County, 20 interviewees have been selected. Two interviews have been recorded so far: Guffrie Smith and Mark Frazier. Once the interviews are transcribed and cataloged they will go up on Digital Maryland web site. Robyn has a volunteer team working on the project which is following the Storycorps model. Sheriff Evans Martha Grahame, Annette and Malcolm Funn, and Barbara Stinnet are among the list of 20 selected interviewees. The BOLT asked for updates on the project as it progresses.

Highlights from the Director's Written Report

- Staffing – The 14 hours of staff time remaining after a FT staff person went to PT are being moved from Prince Frederick to Southern. The children's assistant position there will go from PT to FT. This keeps the FTE across the system level. Substitute hours will be shifted from Southern to Prince Frederick to make up for the "missing hours" in the PF schedule.
- Director Plymire had a phone conference with Julie Paluda regarding changes to the Calvert Library Capital Improvement Plan for FY17-22. The FRVW renovation has been bumped to 2022. Southern remained the same. Planning money for Twin Beaches will remain in 2019, but a land acquisition is now in 2020. Construction costs have been deferred until the Facility Master Plan is completed.
- The BOCC will meet in Exec Session on Feb 23 re President Grahame's memo generated after the January BOLT Exec Session.
- Library Legislative Day was very successful. Director Plymire and Beverly Izzi met with Delegate Mark Fisher, Delegate O'Donnell, Senator Waugh and Senate President Mike Miller.
- After a meeting with an Ingram rep at ALA Midwinter (the American Library Association's mid-year conference) the tri-county Directors received and have signed a joint purchasing agreement which grants an extra 1% discount on trade and mass market paperbacks and 3% additional discount on short discounted materials. Previously each library system had individual purchasing agreements with Ingram. Ingram is our main jobber for purchasing print materials.
- Incidents and Accidents.
 - 5 ice guards failed on the Prince Frederick building after the last storm. Ice guards falling off the roof damaged a staff member's car. LGIT paid the claim after initially declining to pay. There was precedent for county staff intervening to get LGIT to pay the claim from 2010 which Director Plymire forwarded to Risk Management.

Monthly Report for November

Director Plymire distributed the November monthly report to the BOLT. In the future, display information currently listed in the Monthly Report will be kept on Pinterest or a similar visual storage medium. The BOLT would prefer the monthly report be sent electronically. Mr. Cumbo would like a paper copy. Director Plymire asked what other information would help the Board. It was agreed that she will send financials electronically in advance of the meeting. Plymire also ascertained that the BOLT would be interested in seeing quarterly circulation and door counts.

Unfinished Business

Facilities Master Plan

There will not be a state grant this year from the Division of Library Services and Development (DLDS) as expected. There will be no competitive Library Services and Technology Act (LSTA) grants from DLDS. We will go back to plan A and put out an RFP with the County Purchasing

Dept for a Facilities Master Plan for Calvert Library; not an RFP for plans for all three Southern Maryland Library Systems.

Auto Renewal

Auto Renewal of checked out materials is a functionality available in the library's Polaris Integrated Library System software. The Board of Trustees in St. Mary's County has voted to approve the functionality. Charles County is in process. With Auto Renewal enabled, the system automatically renews materials 3 days before they are due. If an item is not eligible to be renewed for any reason, the customer is notified and has three days to return the item. Jennifer Falkowski reported to the tri-county directors that other systems have seen a 30% decline in fine revenue.

In a sidebar, Director Plymire mentioned that the library is investigating what it would require in terms of staffing, equipment and training to become a passport agency. Processing passports has raised considerable funds for other Maryland library systems.

Ms. Eggert made a motion to add Auto Renewal as proposed by the Director. Mr. Cumbo seconded the motion. Motion passed unanimously.

Kids Card

Director Plymire reviewed the proposed Kids Card with the BOLT. She and the Coordinators met with Dr. Curry and Jennifer Sturge, our School Library liaison on February 1. Both were very enthusiastic about the possibilities of having a Kids Card and are willing to work closely with the library to make sure that every student enrolled in public school has a library card. Director Plymire asked for Board approval to offer the fine-free card that will allow children up to age 18 to check out five print items. She allowed that there are several details that remain to be worked out by the tri-county circulation team.

Ms. Eggert made a motion to offer a Kids Card as recommended by the Director subject to review in a year. Ms. Wells seconded the motion. Motion passed 5 to 2.

New Business

Monthly Reports – discussed during the Director's Report.

Reports

Friends of the Library

Ms. Grahame noted that the three day Book Sale in January was successful; it made \$2,100. The Friends will be hosting a Pub Quiz on March 11. On March 28 they will be doing a Paint Night fundraiser for \$40 a person at Brick Wood Fired Grill.

SMRLA

SMRLA's Corporate Meeting and Board meeting scheduled for today were cancelled. They have been rescheduled for February 23.

Foundation

Ms. Grahame reported that the Foundation received \$1,000 in Kip Hines memory. An Art Auction will be held on April 16 at St. John Vianney at 6:30 pm. Grahame also noted that the Foundation funded the Oral History Project.

Announcements/Other

Board picture was taken.

Southern MD Legislative Reception will be held February 25th 7:00-9:00pm

It was suggested that more events be noted on the agenda to help BOLT members stay apprised of upcoming opportunities to support the Friends and Foundation.

Executive Session

At 3:11pm, Ms. McHugh moved to close the meeting to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction pursuant to *General Provisions Article §3-305 (b)(1)*. Mr. Parran seconded the motion. Mr. Cumbo, Ms. Eggert, Ms. Fort, Ms. Grahame, Ms. McHugh, Mr. Parran and Ms. Wells voted in favor of closing the meeting.

The Board voted unanimously to grant a request from a staff member for Leave without Pay.

The BOLT returned to open session and the meeting was adjourned at 3:15pm.

Next Meeting – March 8 at 2:00pm – Calvert Library Twin Beaches Branch