

Board of Library Trustees - Minutes
March 08, 2016 at Calvert Library Twin Beaches Branch

Present:

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

Carrie Plymire, Director
Beverly Izzi, Recorder

Absent:

Call to Order

Meeting called to order at 2:03pm by President Grahame.

Minutes

Ms. Wells moved to approve the minutes of the February 9, 2016 meeting with corrections. Mr. Cumbo seconded the motion. The motion passed unanimously.

President's Report

President Grahame requested that the Board of Library Trustees (BOLT) consider changing the title of the Director of Calvert Library. She indicated that 13 of the library systems in Maryland have directors with titles of President/Chief Executive Officer (CEO) or Executive Director. The BOLT discussed the possibility of the change and the meaning of each title. This will be discussed further at the April meeting.

Director's Report

FY16 Budget

Director Plymire shared the FY16 Budget with the BOLT electronically. Expenses and income are on track for the year. Plymire reported that the paperback account which is still listed as having \$1,000 is actually being paid by finance now. Vehicle repair account is almost completely spent; those funds were used to repair the GMC van which is over 20 years old. Under revenue, the DLDS grant for staff development has been reduced, but we have received payment for expenses accrued in FY16 through the end of December, a little over \$8,000. Lost items fees have had a noticeably large increase which Plymire attributed to the ease of paying for lost materials with a credit card.

Director Plymire reviewed highlights of her written report:

- Plymire asked if one or more of the BOLT would be willing to speak at the BOCC FY17 Budget hearing on March 22 at the Pines at 7pm. President Grahame will speak.
- Director Plymire shared the official Sheriff's Salute plaque that Outreach received for their work with the Detention Center's Reading with Families program.
- The One Maryland One Book for 2016 was chosen, the *American Boys* by Jason Reynolds and Brendan Kiely. The book is about two teenage boys, one white and one black and the repercussions of a violent act that stirs racial tension in their school, town and nation. The entire state will be reading and talking about this book in September and October 2016.
- Director Plymire announced that new interactive software called Beanstack will be used for Summer Reading.
- National Library Week is coming up April 10-16; we will ask the BOCC to do a proclamation.
- Melissa DeCesaris will replace Robert Gatton at the Southern Branch as the lead children's librarian. Robert is retiring. Melissa's position is now open at Southern, but will be FT. Megan Timmens has resigned her PT position at Twin Beaches Branch.
- DVD Express (no holds, 3 day loan for blockbuster titles) will be implemented as soon as labeling and marketing can be accomplished.
- Carrie has accepted a request to serve on the DLDS capital grants review committee. This is the committee that evaluates the requests from public library systems for the \$5 million set aside each year in the state's capital budget for library renovation and construction. Plymire noted that it would be very helpful to see what a quality grant proposal looks like in advance of Calvert applying for these funds for future projects.
- Facilities Master Plan – Charles County is still interested in partnering on a facilities master plan bid and contract. A meeting is set up with county purchasing staff. Plymire expects to see work begin on the plan this summer.

Monthly Report for December and January

Monthly reports were sent electronically. Calendars of Events were dispersed for the past four months.

Unfinished Business

Unique collections report

Director Plymire shared a report from Unique Management, the library's collection agency, showing the outstanding amounts owed for the last five years. The total outstanding unpaid debt is over \$600,000. The number of lost customers represented by the debt, ways to get those citizens back in the library and ways to reduce the outstanding debt were discussed. A fine free month or amnesty day(s) were discussed; the objective being to get customers back in the library using our services. After careful consideration, Ms. McHugh made a motion to have a one-time "Library Madness" week for fine and lost material forgiveness for all customers who visit Calvert Library in person. Ms. Wells seconded the motion. The date will be selected by Calvert Library. Motion passed unanimously.

January Meeting Minutes

Ms. Wells made a motion to reconsider the January minutes. Ms. McHugh seconded the motion. Motion passed unanimously.

Ms. Eggert made a motion to accept changes to minutes as discussed. Mr. Parran seconded the motion. Motion passed unanimously.

New Business

Personal Appearance and Dress Code/Scent Policy

Director Plymire shared the email sent to all staff regarding the Personal Appearance and Dress Code Policy which involves a prohibition against wearing scent that adversely affects the health of a fellow staff member.

The FY15 Annual Report draft was shared with the BOLT.

Ms. Eggert made a motion to commend Carrie Raines for the creative design of an Annual Report that people will pick up and actually read. Motion seconded by Mr. Parran. Motion passed unanimously.

Reports

Friends of the Library

Ms. Grahame noted that the Friends will hold a Pub Quiz March 11 at 6:30pm. The Annual Report shared that the Friends of the Library donated over \$20,000 to Calvert Library in 2016. March 28 the Friend will have a Paint Night fundraiser at Brick.

SMRLA

Ms. Eggert reported that SMRLA did not meet this month.

Foundation

Ms. Grahame reported that there will be a Foundation Gala Art Auction will be held at St. John Vianney April 16. Donations to the live auction, sponsorships and advertisements are currently being accepted and tickets are for sale for \$20.

Ms. McHugh asked about using the attorney St. Mary's County Public Library contracts with. Plymire stated that while we can contract with that attorney, we cannot share the contract with St. Mary's. McHugh noted that the library may need professional representation on occasion and Plymire will bring additional information to the April meeting.

Ms. McHugh wanted to visit the ability of the BOLT to have asynchronous discussions via email. Open Meeting law is on the agenda for April and Director Plymire sent out the link to a training designed by the Office of Attorney General. Trustees are asked to complete the course before the next meeting.

Youth Services Coordinator, Bev Izzi showed the BOLT the PRIMO kits received via a Sparks grant from IMLS/DLDS that are used for teaching preschoolers and early elementary aged children the concepts of computer coding. BOLT members experimented and fun was had by all.

President Grahame adjourned the meeting at 3:57pm.

Next Meeting – April 12 at 2:00pm – Calvert Library Prince Frederick