

**BOARD OF LIBRARY TRUSTEES  
ST. MARY'S COUNTY LIBRARY**

Meeting Minutes

**Date of Meeting:** November 17, 2015

Joan Springer, President, at 9:00 AM, called to order the meeting of the St. Mary's County Board of Library Trustees at the Lexington Park Library.

Members present: Joan Springer, President; Carolyn Guy, Vice-President; Lynn Newkirk, Treasurer; Alan Dillingham; Jim Hanley; Janice Walthour; Carole Romary;

Members excused:

Staff present: Michael Blackwell, Director; Mary Anne Bowman, Deputy Director; Phyllis Krasnokutsky, Administrative Assistant; Amy Ford, Lexington Park Branch Manager; and Cecelia Thomas, Lexington Park Adult Services Librarian.

Guests: Joshua Brewster, Library Legal Counsel

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**Hip Hip Hooray** presented to Cecelia Thomas for her work with Good Reads and the Adult Summer Reading Program.

**Voted to** take \$8,998.97 out of Library Operating Funds to reimburse the new Library Director for moving expenses.

**Voted to** approve the October 20, 2015 meeting minutes as presented.

**Voted to** approved the FY2015 Audit as presented at the October 20, 2015 Board Meeting.

**Voted to** keep the FY2015 OPEB overpayment in the Library's Fund Balance Account.

**President's Report**

- The Board requested that staff investigate the possibility of hiring our own auditor when the County's contract is up.

**Voted to approve** the Expenditures Approval List (EALs): 10/19/15 through 11/8/15.

**Treasurer's Report**

- Distributed November 2015 Treasurer Reports (*Attached*).
- Requested that the Joshua Brewster investigate the funds left to the library by Kenneth S. Pearson (*See attached notices*).

**Southern Maryland Library Association (SMRLA) Report - Jim Hanley**

- Discussion on the status of the lease at Charlotte Hall. It was recommended by Joshua Brewster that SMRLA should take the next step by contacting the County for their own lease on 45% of the building.

**Acting Director's Report by Mary Anne Bowman**

- Distributed: approved September 2015 minutes; FY2016 October business reports. (*Attached*)
- Distributed current statistics on HOOPLA. (*Attached*).

## **APPROVED DECEMBER 17, 2015**

- Security Discussion & COPs Unit partnership: Amy Ford came distributed a Security Proposal for Lexington Park Library. The Board requested that the Sheriff's Department do a security analysis of all three Libraries.

**Voted to** increase all Security Guard positions to \$14.03 per hour, increase existing 18 hour guard to 28 hours and hire a third Security Guard at 18 hours per week.

- Board Vacancy Update: Questions will be reduced to allow 20 minute interviews starting at 1:00 PM on December 15, 2015. Board members will review all applications in the Administrative Offices of the Leonardtown Library.
- New Leonardtown Library Update: Three firms were interviewed on November 6, 2015. The first choice was Grimm & Parker as they have experience building Libraries/Senior Centers. Michael also updated the Board on a 501(c) 3 that some seniors are trying to create.

### **Dates to Remember**

- Reviewed various upcoming dates.

Amy Ford took the board on a tour of the Lexington Park Library.

**At 11:45 AM** the Board went into Executive Session

**Next Meeting: December 15, 2015 at Leonardtown Library.**