



**St. Mary's County Board of Library Trustees Meeting
April 16th, 9:00 A.M. Lexington Park Library
FINAL Meeting Minutes – APPROVED MAY 21, 2019**

Carolyn Guy, 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. Quorum was established.

Members present: Carolyn Guy, President; Sandi Hauenstein, Treasurer; Michael Dunn; Beth Roth; Tressa Setlak

Members excused: Jim Hanley, Vice-President; Dr. Janice Walthour

Staff present: Amy Ford, Lexington Park Branch Manager, and Laura Boonchaisri, Communications and Marketing Coordinator

Opening Actions:

- Congratulated Kathy Faubion on completion of MLIS
- Awarded a "Hip Hip Hooray" award to Shannon Frescura for a successful grant application to present financial literacy programs to county youth
- Met and heard from a new employee, Erin Bates, and from two employees who have moved into full-time positions, Corey Somerville and Carla Werme
- March 2019 meeting minutes: motion to approve by Ms. Hauenstein; seconded by Ms. Roth; passed unanimously

President's Report:

- Expenditures Approval List (EALs): March 19 to April 10, 2019: motion to approve by Ms. Setlak; seconded by Ms. Hauenstein; passed unanimously

Treasurer's Report

- Distributed April 2019 Treasurer's Reports (attached); Ms. Hauenstein noted that the Board had approved paying for a Diversity and Equity Online Training for Trustees, but a Maryland State Grant subsequently covered the cost. The library has collected a refund. These funds will be kept by the library for now to pay for two boards members to attend the ALA Conference in June in Washington D.C. Motion to approve by Ms. Roth; seconded by Ms. Setlak. Approved unanimously.

Director's Report:

- Informational
 - 3rd Quarter Stats were reviewed. They showed much the same trends as the past two years, with physical items declining in circulation but digital circulation increasing. We discussed the various reasons why (a decline in reading, competition from for-profit

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- vendors like Amazon and Netflix). Programing statistics continue strong. User visits declined slightly for the quarter from the previous year.
- Budget Review: as happens every year, the substitute budget is expended. Branch Managers are scheduling for gaps in coverage by using hours from vacancies or otherwise not used by employees. All other budget lines are well within tolerance.
 - SMRLA Directors' Meeting Update: SMRLA is increasing their reimbursement for tuition to \$10,00 in a fiscal year, up from 5; a committee is being formed to discuss additional ways these funds may be allotted (for example, undergraduate or computer certification classes). SMRLA is funding Hoopla for \$10,00 this year and \$20,00 next fiscal year.
 - New library: the new library is progressing very well now that the weather is improving; exterior walls being completed. We have some concerns about our existing telephones working with the jacks in the new location, and are investigating whether we must get new phones or modify the jacks that will be installed, especially phones
 - Strategic planning: we have completed 10 interviews with community leaders; we have nearly completed work with the consultant, Ivy Group, on the community survey we shall use.
 - Staff Development:
 - Cecilia Thomas and Kathy Faubion have been accepted at MLLI (Maryland Library Leadership Institute), which will prepare them to be even more effective leader.
 - DPLAFest: Michael Blackwell will give two presentations at this national conference
 - MLA attendance: a grant from the state of Maryland will allow 12 people to attend the Maryland Library Association conference; four employees are making presentations of various types
 - A staff development grant is allowing more people than usual to attend the American Library Association Conference because it is in nearby Washington D.C. Eight employees are attending, and one is making two presentations
 - FOL Update: the FOL had a record spring book sale, clearing \$45,000. A check for \$50,000 will be presented to the library at their upcoming spring dinner
 - Updated Budget Request: we reviewed the changes in our budget request in response to the proposed county budget. Employees are slated to receive a 1% COLA, a 2.5% merit increase, and a 6.6% rise in health care insurance costs. We are slated to receive an additional 360 substitute hours (\$4,772). We may get an additional FTE for then new library at the mid-year point (January). The budget is not yet final; once we know for certain what the county and state allocations will be, a final budget will be presented to the board for approval. The amounts above may be decreased by future county action.
- Action
 - Budget line transfer: the substitute budget line and the substitute FICA line were brought back up to zero by transfers. Motion made by Mr. Dunn; seconded by Ms. Roth; approved unanimously.
 - Minor changes in the Library Board of Trustees Bylaws were discussed. Motion to approve changes by Ms. Hauenstein; seconded by Ms. Setlak. Approved unanimously.

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- Executive Session: Personnel: The Board did not go into executive session, as no individual performance issues were discussed, but reviewed Maryland's code of laws for libraries on the procedures for suspending or dismissing employees. Maryland law gives substantial employment rights to library employees, laws which our Trustees support.

Next Meeting: May 21, 9:00 A.M., Leonardtown Library

Dates to remember: April 23rd, County Public Budget Hearing, Chopticon High School; May 2-3, MLA-DLA (Cambridge); May 5, FOL Dinner @ Elements; June 21 -25, ALA Annual (The District)

St Mary's County, Board of Library Trustees
Treasurer's Report Sandra Hauenstein
April 16, 2019

<i>Subject</i>	<i>Amount</i>	<i>Amount</i>
<i>PNC CHECKING ACCOUNT</i>		
<i>Opening Balance 3/13/19</i>	\$ 710.00	
<i>Deposits</i>	00.00	
<i>Withdrawals</i>	\$ 00.00	
<i>Current Balance 4/12/19</i>	\$ 710.00	
<i>VANGUARD INVESTMENT ACCOUNTS</i>	ORIGINAL	RUDOLPH
<i>Account Value on 3/13/19</i>	\$76,727.49	\$17,897.69
<i>Deposits</i>		
<i>Withdrawals</i>	\$325.00(a)	
<i>Share Price \$10.31</i>		
<i>Shares Owned</i>	7442.046	1735.954
<i>Yield</i>	3.30%	3.20%
<i>Account Value on 4/12/19</i>	76,902.17	\$18,012.47
<i>Share Price \$10.35</i>		
<i>Shares Owned</i>	7430.161	1740.335

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<i>Dividends</i>	\$201.13(b)	\$45.43(c)
<i>Yield</i>	3.04%	2.94%
<i>ST Capital Gain</i>	\$ 00.00	\$ 00.00

Change in Share Price .04

(Note: Reserved principal/corpus of \$55,000 of original account included in account value)

- a) A check for \$325 was paid to St. Mary's County Memorial Library to reimburse for Trustee training.
- b) A dividend in the amount of \$201.13 was paid on March 29, 2019. Total dividends paid for CY 2019 are \$594.94
- c) A dividend in the amount of \$45.43 was paid on March 29, 2019. Total dividends paid for CY 2019 are \$134.43

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