

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

Meeting Minutes

Date of Meeting: April 19, 2016

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.

Members present: Carolyn Guy, President; Jim Hanley, Vice President; Lynn Newkirk, Treasurer; Beth Roth; Janice Walthour; Carole Romary;

Members excused: Joan Springer

Staff present: Michael Blackwell, Director; Mary Anne Bowman, Deputy Director; Phyllis Krasnokutsky, Administrative Assistant; Sara Stephenson, Virtual Services Coordinator; Amy Ford, Lexington Park Branch Manager; Andrea Burgess, Lexington Park Circulation Assistant; and Cecelia Thomas, Lexington Park Assistant Branch Manager.

Hip Hip Hooray presented Andrea Burgess for excellent Customer Service and Cecelia Thomas for her Community Minded Program – Week of Kindness.

Voted to approve the March 15, 2016 meeting minutes as presented.

President's Report

Voted to approve the Expenditures Approval List (EALs): 3/12/16 through 4/11/16.

Treasurer's Report

- Distributed April 2016 Treasurer Reports (*Attached*).

Southern Maryland Library Association (SMRLA) Report - Jim Hanley

- Several programs underway including; Auto Renewal, Redesign of the Cosmos webpage, .Development of a Leadership plan and development of objectives for the SMRLA Director.
- SMRLA budget has a 2.4% increase that includes a COLA and Merit increase for staff.

Director's Report by Michael Blackwell

- Distributed: approved February 2016 minutes; FY2016 April business and statistic reports. (*Attached*)
- Sara Stephenson reviewed the results of the recent online survey.
- Discussed a new plan to provide permanent list of staff to work Sundays at Lexington Park rather than have all staff work routing Sundays.

Voted to approve the new Sunday Staffing plan.

Voted to approve half day closings for staff development training at each branch.

- Building and Grant Update: Design work for the new library is scheduled to start 7/1/16 and can take up to one year to complete. Provided the Board with an update on the Capital Grant application.
- Updated the Board on the coming Strategic Plan session.

- FY2017 Budget: Presented three (3) possible scenarios for the Library Budget. The county is providing a step increase for their employees but did not provide funds to cover a step for Library employees. The Board agreed to ask the Commissioners for the additional funds needed for the Library to get a step increase.
- Discussed a Library Foundation and reviewed the answers to questions asked by Board members. A decision was postponed until June 2016 to allow for further research.

Board went into Executive Session at 11:20 AM

Adjourned at 12:00 PM

Next Meeting: May 17, 2016 at the Charlotte Hall Library.