

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

Meeting Minutes

Date of Meeting: April 17, 2018

Sandi Hauenstein, Treasurer, at 9:05 AM, called to order the meeting of the St. Mary's County Board of Library Trustees at the Lexington Park Library.

Members present: Sandi Hauenstein; Janice Walthour; Beth Roth;

Members excused: Carolyn Guy, President; Jim Hanley, Vice President

Staff present: Michael Blackwell, Director; Maryanne Bowman Deputy Director; Amy Ford, Lexington Park Branch Manager; Samantha Hall, Lexington Park Library Associate II; Andrea Burgess, Lexington Park Library Associate I; Laura Boonchaisri, Publicity and Outreach Coordinator; Kathy Faubion, Charlotte Hall Branch Manager; and Phyllis Krasnokutsky, Administrative Assistant.

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- **Hip, Hip, Hooray** awarded to Samantha Hall for Mini Monet Programs; Andrea Burgess for the Cinderella Prom Program; All Lexi Staff for the help in being a Total Team Player in the Cinderella Prom Program; and Laura Boonchaisri for the State of the Library Program.
 - **Voted to** approve the March meeting minutes as presented
 - **President's Report presented by Sandi Hauenstein**
 - **Voted to approve** the Expenditures Approval List (EALs): March 19, 2018 – April 5, 2018.
 - **Treasurer's Report by Sandi Hauenstein**
 - Distributed April 2018 Treasurer's Report (*attached*).
 - **SMRLA Report**
 - Report by Michael Blackwell and Mary Anne Bowman of SMRLA/County Library Directors meeting:
 - Discussed the Choose Civility Longest Table Program.
 - Fine Free picture books to kick off with summer reading
 - Jim Hanley is the new SMRLA Board President.

Director's Report by Michael Blackwell

- **Informational**
 - Distributed a Thank You letter from the Schools for donated books.
 - Distributed March 2018 Business Statistics. The Board requested that all statistics be reported on each quarter instead of monthly.
 - Provided the results of the FOL Book Sale.
 - The New Leonardtown Library Groundbreaking will be May 15, 2018 at 9 AM
 - The Arts Council has increased the amount of the grant normally provided to the children's programs to \$2,500.00
- **Action Items**
 - **VOTED** to approve closing the libraries on Friday, December 7, 2018 for Staff Day.
 - **VOTED** to have minor donations presented to be deposited into the Libraries General Fund.
 - **VOTED** to approve the design of the Little Free Pantry at Charlotte Hall as presented.

- **VOTED** to pursue an arrangement for use of free space at the Leonardtown Library with Leadership Southern Maryland.
- **VOTED** to approve a Budget Letter to County Commissioners as presented about FY2019 Merit Increases for Library Staff.
- **VOTED** to approve the revised Library Personnel Manual as presented.
- **VOTED** to have new leave from the revised Personnel Manual go into effect July 1, 2018.

Meeting adjourned at 11:10 AM

Next Meeting: To be determined by email due to ground breaking ceremony.