

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

Meeting Minutes

**Date of Meeting:** August 16, 2016

Carolyn Guy, President, at 9:04 AM, called to order the meeting of the St. Mary's County Board of Library Trustees at the Leonardtown Library.

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

Members excused: Joan Springer

Staff present: Michael Blackwell, Director; Mary Lee Russell, Leon Manager; Amy Ford Lexi Manager; Sue Clifton, Fiscal Assistant

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**Longevity Awards:** Anne Alvey 40 years, Jeanette Edwards 15 years, Carole Firsch 10 years, Tammy Jones 10 years and **MLS Masters of Library Science** award and acknowledgement to Cecelia Thomas

**Eric Variz** recapped the summer reading program with some stats. 544 Babies, 1231 + Elementary, 1000+ Teens enrolled. Finisher's - Baby-88, Big Kids-293, Teens 48+ and Super-Secret club 45

**Hip, Hip, Hurray** award to Eric Variz for spearheading the Summer Reading Program.

**Voted to** approve the July 2016 meeting minutes as presented.

**Distributed minutes** from July meeting was **approved**.

**President's Report**

**Voted to approve** the Expenditures Approval List (EALs): July 17 through 8/14/16.

**Treasurer's Report; Lynn Newkirk**

**Distributed report:**

- Deposits made in the amount of \$30.00, \$941.75 and \$746.77 were made and she was not made aware of them as they were not reported to the treasurer. She was very upset over the matter and should not have happened. Michael apologized with reassurances.
- **Approved** Motion made to move some funds to the Vanguard account leaving \$700 minimum
- Question of where / is the "Tracking" report that was given in the past by Kathleen, can it be obtained again.
- Access to Vanguard account by the President and Treasurer only.

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

Mainly discussed upcoming board to leave as is or add representatives. Change or compromise member numbers per county. Not sure revisions were agreed upon. Discussion of insecurity on SMRLA members. Bylaw meeting to be on the 19<sup>th</sup> Aug. Board is to decide next month and write objections and targets and meet again in September. Need better communication between counties. A Task force may be required for better communication.

Library Directors meet with the SMRLA Board at a future date to be decided.

SMRLA is trying to get a Grant to redo the website, Michael sent emails with questions and no answered provided in the last month. A "RFT" was not put out by SMRLA.

**Director's Report by Michael Blackwell**

- Distributed: July 2016 monthly statistics at a glance; FY2016 July Monthly Revenue at a glance for July-June 2017 reports. An annual line graph of statistics for original circulation FY15 and FY16 Discussion on Lexi counter was not working but has been fixed and raising circulation of popular items out. Purchasing to reflect a 2 to 1 ratio instead of 3 to 1 will increase popular circulation. Circulation of Holds is down. County monthly stats should be shared, only overall is at this time. Electronic media is growing. Revenue is down due to auto renew.

**New Meeting Room policy** went into effect and hopefully will offset revenue. Jim suggests maybe redo form to view as where we are now because comparisons are not valid may need to recalculate it.

**Circulation Graph is good** and board wants to continue using it

**Notice of Grant**-slightly down but still good. Increase in state funding

**Approved holiday closures for December 23-26 and open December 31, close January 1 and 2.**

**Board of Library Interview questions:** Discussion of changing and adding to questions 3 and 8 and adding question on censoring books. Michael will make changes and present at the next meeting.

**Endowments:** Suggestion to add capital endowments for library enhancements that are not related to building services which should not come out of endowment. Clarification will be made by Michael.

**Motion approved for out of state library card fee to be \$20.00** instead of \$15.00. The same as tri-county fee.

- **RFP to see if other vendors could provide the same services as ADP.** ADP bids \$16000. And Askey and Askey bids \$ 17000. Yearly. Discussion on pros and cons of each. Askey & Askey are local and reliable but may be too new to the service and ADP has not been popular. Michael would like to investigate. Jim and board would like references. **Motion approved** to look at A & A and investigate offer to see it is feasible.
- FOL update. A new state wide e-book App Grant will be implemented. Michael has a meeting to gain information on outsourcing to a commercial vendor to do the app and how to maintain in the future.
- Staffing- Three resignations two pages for college and one circ position for full time teaching. Two applicants for the new Youth Coordinator position look very promising.
- Annual audit forms were distributed and given back to Michael.

**Upcoming dates to remember:** Taste of St. Mary's, September 18, 12-4 Leonardtown Square; Chamber State of the County Luncheon, September 27, Bay District VFD. We will reserve a table for 10-12.

**Adjourned at 11:25 AM**

**Next Meeting: September 20, 2016 at Leonardtown**