

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

Meeting Minutes

Date of Meeting: August 15, 2017

Carolyn Guy, President, at 9:00 AM, called to order the meeting of the St. Mary's County Board of Library Trustees at the Leonardtown Library.

Members present: Beth Roth; Janice Walthour; Jim Hanley, Vice President and Sandi Haustein
Members excused: Carolyn Guy, Lynn Newkirk, and Carole Romary
Staff present: Michael Blackwell, Director; Mary Anne Bowman, Deputy Director; Phyllis Krasnokutsky, Administrative Assistant; Mary Lee Russell, Leonardtown Branch Manager. Sara Stephenson, Virtual Services Coordinator; Robert Palmer, Computer Services Coordinator; Amy Kirchofer, Charlotte Hall Assistant Branch Manager.

Presented 10 Year Pins to both Sara Stephenson and Robert Palmer.

Hip Hip Hooray presented to Amy Kirchofer on outstanding leadership at Charlotte Hall during staff absences.

Voted to approve the July 18 2017 meeting minutes.

President's Report

Voted to approve the Expenditures Approval List (EALs): 07/17/2017 through 8/13/2017.

Treasurer's Report

- Distributed the August 2017 Treasurer's Report (*attached*)

SMRLA Report

- Reviewed CEO Evaluation criteria with Library Directors.
- Ongoing discussion on the amount of Reserves SMRLA has and how they are used.
- SMRLA is developing a Crisis Communications Plan.

Director's Report by Michael Blackwell

Informational

- Distributed: approved FY2017 July business and statistic reports and FY2018 Budget Report. (*Attached*)
- Distributed "Walking Challenge" Certificates to Carole Romary, Carolyn Guy and Sandi Haustein who participated with Library Staff.
- Distributed copies of the One Maryland One Book – Purple Hibiscus
- Updated the firewalls at Charlotte Hall and Leonardtown which has resulted in faster internet speeds.
- Construction Bids for the New Leonardtown library should be released by the County at the end of this month. We will be using FOL funds to create a sign to tell the public that the Library is coming.

- Statewide eBook app is working well with testers. Not yet ready for the public.
- Foundation Update: Bailey's Catering is will to discount costs for food at the November 3 fundraiser.
- A demonstration of the Orange Boy/Savannah product was provided to the Board.
- FY17 Review and FY18 Tactical Plan were deferred to the next meeting due to absence of three board members.

Action Items:

- Customer Survey: Reviewed the questions to be used in a Customer Survey to be conducted in October 2018. Mr. Blackwell will review the questions being asked to see if the length of the survey can be reduced. Incentives will be provided to help get customers to complete the survey.

VOTED TO approve changing the limits on game check outs from 3 to 6.

VOTED TO accept policies reviewed by legal counsel conditionally approved in July 2017.

- After much discussion the Board suggested that the Library ask for a grant that combines Strategic Planning and a Facilities Study. The Library will also be asking for a grant to fund mobile hotspots once more information is obtained from vendors.

VOTED TO approved the revised "Safe and Secure Manual" as presented.

- Board agreed with changing the annual assessment process to monthly and/or quarterly meetings between supervisors and direct reports.

Adjourned at 12:05 PM

Next Meeting: September 19, 2017 at the Leonardtown Library