

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

Meeting Minutes

Date of Meeting: December 15, 2015

Joan Springer, 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: Joan Springer, President; Carolyn Guy, Vice-President; Lynn Newkirk, Treasurer; Alan Dillingham; Jim Hanley; Janice Walthour; Carole Romary;

Members excused:

Staff present: Michael Blackwell, Director; Mary Anne Bowman, Deputy Director; Phyllis Krasnokutsky, Administrative Assistant; Mary Lee Russell, Leonardtown Branch Manager

Hip Hip Hooray presented to Mary Anne Bowman for her work as Acting Director

Voted to approve the November 17, 2015 meeting minutes as presented.

President's Report

Voted to approve the Expenditures Approval List (EALs): 11/9/15 through 12/8/15.

Treasurer's Report

- Distributed December 2015 Treasurer Reports (*Attached*).
- Discussed spending CY15 Vanguard dividends. The Treasurer will report at the January meeting on proposed spending.

Southern Maryland Library Association (SMRLA) Report - Jim Hanley

- FY2015 Annual Report was distributed
- Tenancy Agreement is with the lawyers
- Annual SMRLA Board meeting will be held on 2/9/16.

Nominating Committee Report – Janice Walthour

- Janice Walthour presented the following 2016 slate of officers for the Board.
 - Carolyn Guy, President
 - Jim Hanley, Vice President
 - Lynn Newkirk, Treasurer

Voted to accept the following slate of officers for 2016

Director's Report by Michael Blackwell

- Distributed: approved October 2015 minutes; FY2016 December business reports. (*Attached*)
- Monthly Circulation Statistics may change as each branch was using a different report to calculate their numbers.
- Questions about the 2016 Holiday Season were raised. Christmas Eve is on a Saturday and Christmas is on a Sunday. Charles and Calvert Libraries will be closed Friday through Monday. The Board asked that we see how County Government is addressing this issue.
- Board Vacancy Update: On track to get a candidate approved for the January 2016 meeting

- **SMCL News of Note:** A \$100 donation was received at the Lexington Park library; we are ready for Winter Emergency Closings; Active Shooter Training was held during Staff Day by the Lexington Park COPS Division and monthly drills are under development; Extra Parking lot security cameras have been installed at Lexington Park. Working on installing cameras on the inside at Charlotte Hall and Leonardtown. Signage alerting the public to the cameras will be posted; Moving security station into the lobby at Lexington Park; Will look into emergency buttons for staff;

Voted to turn off Wi-Fi 10 minutes before closing all libraries.

Voted to no longer permit the public to remain in meeting rooms after the library closes for the day.

- New Leonardtown Library Update: Grimm and Parker have been selected for the design of the New Leonardtown Library. FOL asked for 1500 sq. ft. Organizing field trips to other Grimm and Parker libraries in Maryland.
- A customer wanted to commemorate Rose Sivak by having a meeting room named after her and her brother. After much discussion it was decided that perhaps a plaque placed at the Circulation Desk would be better. The Board asked that staff investigate what the county does.
- Kids Cards: Discussed the pros and cons of Kids Cards. These are cards for birth to 18 years of age, carry no fines, can only be used for print items, limit the number of items that can be checked out, adults cannot use them. Both Charles and Calvert like the idea and the board approved the exploration of this idea.
- Packs for the Homeless: Amy Ford and Cecelia Thomas would like to collect nonperishable personal items for the homeless in exchange for a small fine reduction.

Voted to approve staff to explore this further and submit a proposal on how this would work.

- Distributed FY2017 Budget Proposal (*attached*).

Voted to go ahead with the FY2017 Budget Proposal as presented.

- SMRLA Facilities Planning Grant – discussion moved to January 2016 meeting.
- A SMCL Foundation would help the Board raise large donations for the Library especially needed with the new Leonardtown Library being built.

Voted to explore what is needed to setup a Foundation.

Dates to Remember

- Reviewed various upcoming dates.

Adjourned at 11:50 AM the Board went into Executive Session

Next Meeting: January 19, 2016 at Leonardtown Library.