

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

Meeting Minutes

**Date of Meeting:** December 20, 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; Joan Springer and Carole Romary;

Members excused:

Staff present: Michael Blackwell, Director; Mary Anne Bowman, Deputy Director; Phyllis Krasnokutsky, Administrative Assistant; Amy Ford, Lexington Park Branch Manager; Andrea Burgess, Lexington Park Circulation Assistant; Robert Offer, Lexington Park Security Associate and Sandy Haustein new Library Board Member

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**Hip Hip Hoorays** presented to Andrea Burgess for Outstanding Customer Service during an operational crisis and Robert Offer, representing all Security Associates at Lexington Park, for the outstanding services.

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

**President's Report**

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

**Treasurer's Report**

- Distributed the December 2016 Treasurer's Report (*attached*)
- Distributed Vanguard Dividend Expenditures for 2016. (*attached*)

**Voted to** keep the Vanguard Dividend Expenditures for 2017 the same as for 2016.

Lisa Brown and Monica Kempson presented the FY2016 Audit.

**SMRLA Report**

- No meeting was held this month.

**Director's Report by Michael Blackwell**

- Distributed: approved October 2016 minutes; FY2017 December 2016 business and statistic reports. (*Attached*)
- The Foundation now has a full complement of Board members. Carol Romary will represent the Library Board on the Foundation Board. Requested that updates on the Foundation be added to Library Board Meeting Agendas.
- A virtual tour of the new library is now available on our website.
- Welcomed Sandra Haustein as a new Library Board member.
- A final update on the Organizational Survey was provided to the Board. The results, broken down by section, have been posted to the staff blog. The Employee Relations Committee has been formed and has already meet.
- We have been advised by the County that we cannot provide health benefits to any employee who does not work 30 hours more hours per week.

- We have started the move from ADP to Paychex for payroll.
- The budget transfer on the agenda is no longer needed.
- The Board was asked to consider reducing the number of renewals from 15 weeks to 9 weeks in hopes of getting materials back in circulation faster and increase foot traffic in the library. Michael is in consultation with the other two (2) counties about this change. The Board requested a report on how many people actually keep books out for 15 weeks.
- FY2018 Budget Request: Distributed a potential draft of the FY2018 budget. We are anticipating a 2% increase from the State. A review of all requests was discussed. Changes to OPEB accounting procedures will escalate the amount we need to have in the account and how much we must contribute going forward. An exact budget request will be presented at the January 2017 meeting.

**Adjourned at 11:05 AM** for a tour of the Lexington Park Library.

Executive Session started at:

Adjourned at

**Next Meeting:            January 17, 2017 at the Leonardtown Park Library.**