

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

Meeting Minutes

Date of Meeting: December 19, 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: Carolyn Guy, President; Beth Roth, Carole Romary; Janice Walthour; Jim Hanley, Vice President and Sandi Haustein: Treasurer.

Staff present: Michael Blackwell, Director; Mary Anne Bowman, Deputy Director; Phyllis Krasnokutsky, Administrative Assistant; Mary Lee Russell, Leonardtown Branch Manager; Laura Boonchisari, Publicity & Outreach Coordinator; Sara Stephenson, Virtual Services Coordinator; John Guadalajara, Leonardtown Public Technology Assistant; Jeff Powers, Leonardtown Public Technology Assistant; Jill Hutchison, Youth Services Coordinator and Robert Palmer, Computer Services Technician.

Hip Hip Hooray presented to the following staff:

Laura Boonchisari for her work on the new Library Logo and graphics

Sara Stephenson for her work on the new website.

Jeff Powers and John Guadalajara for their outstanding customer service.

VOTED TO approve the November 21, 2017 meeting minutes with corrections.

President's Report

VOTED TO approve the Expenditures Approval List (EALs): 11/20/17 through 12/14/2017.

Treasurer's Report

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

SMRLA Report

- Working on various projects including retire health account for staff.
- No January 2018 meeting.
- To report on the reserve balance use at the February 2018 Meeting.
- Corporate meeting is in March 2018 with elections.

Director's Report by Michael Blackwell

Informational

- Distributed: approved FY2017 November business and statistic reports and FY2018 Budget Report. (*Attached*)
- Mentioned two donations given to specific branches: Leonardtown received \$800.00 and Lexington Park received \$5,000.00.
- Jill Hutchison & Laura Boonchisari presented upcoming children's and adult programs.
- Items with our new logo were distributed to Board members.
- Reducing monthly Hoopla check out limits to five (5) starting February 1, 2018. The program is very popular but eating into the budget.

- Responses to the New Leonardtown Library bid were pushed back a week due to the holidays.
- Michael Blackwell provided a demonstration of the SimplyE app and working with Reader's First and publishers to get more content.
- Charlotte Hall Rotary donated \$625.00 towards the construction of a Little Free Library to be placed mid-County.
- Information on the future of libraries was requested by the Board at the January or February 2018 meetings.
- Distributed results of the Customer Survey and six month update of staff activities.
- Discussed priorities for CY2018 and the New Library.

Action

- The County IT Department meet with Robert and Michael and proposed a realignment of the Library's internet access to increase speed at no cost the library.

VOTED to approve a proposal by the County IT Department to redo our internet access and gain more speed for customers and staff.

Adjourned at 11:15 AM

Library Board went into Executive Session at 11:15 AM

Next Meeting: January 16, 2018 at the Leonardtown Library

Executive Session Minutes

Discussion about the reduced number of Board members going into 2018 since the County Commissioners have not renewed or appointed any additional members as requested in November 2017.

Vote to approve investigating the feasibility of having employment contracts for the Library Director and the Deputy Director.

Executive Session ended at 12:00 PM