

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

Meeting Minutes December 18, 2018

Carolyn Guy, President, at 9:05 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; Sandi Hauenstein, Treasurer; Michael Dunn; Beth Roth; Tressa Setlak; Janice Walthour and Jim Hanley

Members excused:

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

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- **Hip Hip Hoorays** were presented to Mary Anne Bowman and Mary Lee Russell for their work on the Staff Wellness Day.
 - **Voted to** approve the November 2018 meeting minutes with Executive Session addition.
 - **President's Report presented**
 - **Voted to approve** the Expenditures Approval List (EALs): November 19 – December 16, 2018
 - **Treasurer's Report**
 - Distributed December 2018 Treasurer's Reports (*attached*).
 - Distributed 2019 Dividend Allocations Report (*attached*).

Voted to retain the same dividend allocations for 2019 as used for 2018.

- **SMRLA Report**
 - No meeting in December 2018
 - Still focusing on use of set aside funds and reviewing use of Educational Subsidies to the counties.
 - Ivey Group has been selected to do the Strategic Plan for all three counties and SMRLA

Director's Report by Michael Blackwell

- **Informational**
 - Discussed and distributed Business Statistics for November of FY2019.
 - The FOL is still concerned about their space once we move into the new building. A meeting with DPW, the FOL and Michael Blackwell is in the works.
 - Rain delays are still effecting the construction schedule. MD State does require new library buildings to us MD Correctional Industries for furniture where available.
 - Audit is still not complete and little communication is being received from the Auditor.
 - Still looking at how to accept \$1,000 in stock as a donation to the library.
 - Health & Wellness day went very well.
 - Have already started taking actions in response to the organization survey.
 - Distributions brochures for upcoming Children's and Adult programming.

- **Discussions**

- Discussed agenda items for the January 16, 2019 meeting. It was decided to keep it as close to normal as possible.
- 2019 Priorities were discussed. Agreed to focus on Strategic Planning Grant Process; New Library completion by 11/19 and a change in the service module to be implemented with staff over the next six months.

- **Approvals**

- Presented 5 different options for the FY2020 budget to the board.

VOTED to present Option #2 to the County Commissioners for the FY2020 budget. (*Attached*)

Meeting went into Executive Session at 10:50 AM

Next Meeting: January 16, 2019, 6:00 PM at the Lexington Park Library.