

Library Board of Trustees (Monday, December 16, 2019) DRAFT**Members present**

Carolyn Guy, James Hanley, Tressa Setlak, Carolyn Roth, Sandra Hauenstein, Janice Walthour, Michael Dunn

Meeting called to order at 11:53 AM

1. CALL TO ORDER

2. PRESENTATION(S)

- Recognized staff for their work on Staff Day 2019
- Recognized Laura Boonchaisri for 5 years of service.
- Presentation on the Creativebug resource that will be available January 6, 2020 for free for St. Mary's County Library cardholders and funded by the FOL.

3. PRESIDENT'S REPORT

- Voted to approved the EALs as presented.

Minutes: B. November 2019 Minutes

- Typo in SMRLA report.
- Voted to accept the amended minutes

4. TREASURER'S REPORT

- Reviewed and accepted the December 2019 Treasurer's Report.

5. SMRLA REPORT

- CEO of SMRLA has decided to retire at the end of April 2020. The process to look for a replacement has begun.
- Talked a lot about the Strategic Plan for SMRLA. Consultants had much more information that was presented orally. A written report was requested by the SMRLA Board.

6. DIRECTOR'S REPORT

INFORMATIONAL:

A. FY2020 BUDGET REPORT:

- Copies of the the year to date FY2020 budget expenses were distributed.

B. BOCC Meeting:

- We received a request by the BOCC to attend the January 14, 2019 to make a presentation to them. We will focus on the 2019 calendar to date. No time has been provided. This clashes with the monthly SMRLA meeting. Michael will see if they can move it to the another date.

C. FOL & Foundation:

- FOL will be looking for new space when we move out of the existing space. Target date is 4/21/20 during National Library Week. Board of the Elections will take over the old building and there is no space for the FOL there. They are looking for outside locations.
- 1500 letters to go out to targeted areas close to the new library which will go out after the new year. The Foundation has raised \$8000.00 this year.

D. Strategic Plan

- Draft of the Strategic Plan put together by Library Staff sent out to all members of the committee and a copy went to the consultants (Ivy Group). Asked for feedback on the draft. A meeting of the committee is being planned for early January 2020 to review the draft. The board may wish to hold a separate meeting to hash through the plan before final adoption.

F. Audit

- Draft of the FY2019 audit has been provided to the board for review. Spent about \$14,000 more than we took in. Which may be attributed to mid year health insurance not budgeted due to life changes for employee[s]. It was a CLEAN audit for FY2019.

ACTION ITEMS:

G. 2020 Officers

- Slate of 2020 Board Officers:

Jim Hanley - President
Carolyn Guy - Vice President
Sandi Hauenstein- Treasurer.

Voted and approved the slate.

I. EDI

- Equity, Diversity and Inclusion statement to be added to our Customer Service Manual and the Accessibility page of our website. Voted to approved the statement.

J. Photography Policy

- Presented an update in our Photography policy to cover changes in technology and the Maryland Code. It has been reviewed by our legal counsel. Requested to move the text "with your own". Voted to approve the policy with the minor language change.

K. Study Room Policy

- Defines use of the Study Rooms in Lexington Park and new Leonardtown Library. They are slightly different and are now reserved online. Voted to approved the policy.

7. DATES TO REMEMBER

- January 10, 2020 FY2021 Budget Submission to the BOCC
- January 14, 2020 Presentation to the BOCC

8. NEXT MEETING

- The Next Board of Library Trustee's meeting will be held on Monday, January 13, 2020 from 10:00 AM - 1:00 PM at the Chesapeake Building

9. ADJOURN