

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

Meeting Minutes

**Date of Meeting:** February 16, 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 Leonardtown Library.

**Members present:** Carolyn Guy, President; Jim Hanley, Vice President; Lynn Newkirk, Treasurer; Beth Roth; Janice Walthour; Carole Romary; Joan Springer

**Members excused:**

**Staff present:** Michael Blackwell, Director; Mary Anne Bowman, Deputy Director; Phyllis Krasnokutsky, Administrative Assistant; Mary Lee Russell, Leonardtown Branch Manager; Sara Stephenson, Virtual Services Coordinator; Kathy Faubion, Leonardtown Library Associate II; and Darlene McCoy, Lexington Park Circulation Assistant III

**Guests:** Andrew Ponte, Tourism Coordinator, St. Mary's County Department of Tourism.

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**Hip Hip Hooray** presented to Kathy Faubion on her work with interns from the College of Southern Maryland.

**Hip Hip Hooray** presented to Darlene McCoy for her introduction of an on-call book pickup solution for disabled patrons.

Andrew Ponte, of St. Mary's County Department of Tourism, gave a presentation on the Tourism and Hospitality Master Plan.

**Voted to** approve the January 19, 2016 meeting minutes as presented.

**President's Report**

**Voted to approve** the Expenditures Approval List (EALs): 1/8/16 through 2/12/16.

**Treasurer's Report**

- Distributed February 2016 Treasurer Reports (*Attached*).

**Southern Maryland Library Association (SMRLA) Report - Jim Hanley**

- Meeting was postponed until 2/23/16 due to weather conditions.

**Director's Report by Michael Blackwell**

- Distributed: approved December 2015 minutes; FY2016 February business reports. The Board requested a revision to the existing Budget Report. They have requested consolidated totals for each line item with any subaccounts for those totals being shown underneath the total. (*Attached*)
- Sara Stephenson distributed revised Statistics report (*Attached*).

**Updates:**

- Bicycle locks are now available to check out at the Lexington Park Library to help prevent thefts.
- Monthly Security Drills are under development.
- Mary Lee Russell is working with the Sheriff's Department on Security Audits of the Leonardtown and Charlotte Hall Libraries.
- Still gathering letters in support of the Library being part of the ConnectED program.

- **Programs:** Staff has started computer training at the Charlotte Hall Veteran's Home; CSM Interns are starting to work at the library; Several staff and Carolyn Guy have been asked to read at the schools for Read Across America; Greenwell Park is working with Jill Hutchison to bring story times to the disadvantaged program at the Park and have the Park run a program during Summer Reading; Patuxent Partnership will be helping to conduct some STEM programs for youth this summer; Americacorps/VISTA is conducting College Readiness programs at the Leonardtown Library.
- Michael attended a legislative meeting with the Southern Maryland Delegation in Annapolis advocating for 2 library bills before the State Legislature.
- After discussion with the Branch Managers it was decided to plant a rose bush with a plaque for Rose Sivak and her brother.
- The County has contacted the firm, who did the original Facilities study, to let them know they will pay to have the plan updated. An updated plan is needed for the Library to apply for a \$1.5 million capital grant from the State.
- Implemented a causal weekend dress code for staff.
- Changed the hold ratio for books from 4 to 1 to 3 to 1.
- We will be conducting an Impact Study during March 2016 to find out how our customers use library technology both in the branch and from outside it.

**ACTION ITEMS:**

- There was a lively discussion on the possibility of allowing customers to send faxes for free. This would only effect outgoing faxes. Customers would still need to pay for incoming faxes.

**VOTED to** investigate decommissioning the FAX24 services.

- Amnesty for Helping the Homeless. The original proposal was emailed to Board members before the meeting. It would run for a limited time and not be year round.

**VOTED to** approve the Amnesty for Helping the Homeless program.

- A discussion was held on allowing customers to rent the Library meeting rooms for private events. Additional information was requested by the board, including if other libraries are doing this and how.
- Distributed copies of the initial concept plans for the new library. Nothing will be decided until the Library Board has a chance to see the final plans. (*Attached*)
- Distributed copies of draft incorporation documents for a SMCL Foundation. The Board was asked to look at this as a long term project not just for the new Leonardtown Library. Decisions were tabled for another meeting. Michael will email handouts on the steps of creating a foundation to the Board.

**Adjourned at 12:06 PM**

**Next Meeting: March 15, 2016 at Leonardtown Library.**