

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

Meeting Minutes

**Date of Meeting:** February 21, 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; Jim Hanley, Vice President; Lynn Newkirk, Treasurer; Beth Roth; Janice Walthour; Sandi Haustein and Carole Romary;

Members excused:

Staff present: Michael Blackwell, Director; Mary Anne Bowman, Deputy Director; Phyllis Krasnokutsky, Administrative Assistant; Mary Lee Russell, Leonardtown Branch Manager; Elizabeth Davis, Leonardtown Library Associate II; Jennifer Cavanaugh, Lexington Park Library Associate II; and Christine Keogler, Charlotte Hall Library Associate I.

Guests: Vicki Falcon, SMRLA Marketing Specialist; and Michael Hewitt, St. Mary's County Commissioner.

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Additions to the Meeting Agenda were announced: Staffing Comparison; Orange Boy Approval and visit by Commissioner Michael Hewitt.

**Hip Hip Hoorays** were presented to the following staff:

- Elizabeth Davis and Jennifer Cavanaugh on the completion of their LATI course.
- Mary Lee Russell for the creation of the Library Foundation
- Christine Keogler for outstanding AskUsNow service.

Vicki Falcon provided a presentation on the her position at SMRLA.

**Voted to** approve the January 17, 2017 meeting minutes with corrections.

**President's Report**

- Caroline Guy will be part of Read Across America on March 2, 2017.

**Voted to approve** the Expenditures Approval List (EALs): 1/17/17 through 2/19/17.

**Treasurer's Report**

- Distributed the February 2016 Treasurer's Report (*attached*)

**SMRLA Report**

- SMRLA has signed a three (3) year contract for Lynda.com
- SMRLA Board has approved the revised ByLaws.
- Library Directors will be part of the April 2017 SMRLA Board Meeting.

- Will review the CEO evaluation process at the April 2017 Meeting.

**Director's Report by Michael Blackwell**

- Distributed: approved December 2016 minutes; FY2017 February 2017 business and statistic reports. *(Attached)*
- Mary Lee Russell provided an update on the CIP Budget Hearing.
- The FOL presented the Library with a \$10,000 donation at the January Brunch. The funds will be used for Hoopla.
- An update on potential Fundraising events for the new Foundation was presented. Carole Romary requested that all Board members should be receiving the minutes of the Foundation Meetings.
- PayChex is up and running. Everything seems to be going well.
- An update on the new Leonardtown Library. The Architects have made some design changes to make sure we come in on or under budget.
- Provided an update on the Maryland Library Legislative Day in Annapolis.
- The Library has received a \$120,000.00 grant to create one app for all eBook content.
- Provided copies of the FY2018 Budget Request sent to the County Commissioners.
- Presented information on a service called Orange Boy that provides demographic mining and marketing text for libraries.

**Voted to** approve the purchase of Orange Boy effective in July 2017.

- Mary Anne Bowman presented a staffing comparison between Charles County Library and St. Mary's
- Commissioner Michael Hewitt meet with the Library Board to provide an update on funding for the new Leonardtown Library.

Adjourned at 12.15PM

**Next Meeting:            March 21, 2017 at the Leonardtown Park Library.**