

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

Meeting Minutes

Date of Meeting: February 20, 2018

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

Excused: Sandi Haustein

Staff present: Michael Blackwell, Director; Mary Anne Bowman, Deputy Director; Phyllis Krasnokutsky, Administrative Assistant; Mary Lee Russell, Leonardtown Branch Manager; Andrew Hackney, Leonardtown Circulation Assistant I; and Laura Boonchaisri, Publicity & Outreach Coordinator.

Andrew Hackney was presented with his 5-year anniversary pin.

VOTED TO approve the January 16, 2018 meeting minutes.

President's Report

VOTED TO approve the Expenditures Approval List (EALs): 1/16/2018 through 2/19/2018.

Treasurer's Report

- Distributed the February 2018 Treasurer's Report and 2017 Vanguard Dividend Report (*attached*)

SMRLA Report

- Majority of the meeting revolved around Health Retirement Benefits for SMRLA Staff and use of SMRLA's unrestricted fund balance of \$3.2 million dollars.
- The Corporate Meeting will be held on April 10, 2018.

Director's Report by Michael Blackwell

Informational

- Distributed: approved FY2018 January business and statistic reports and FY2018 Budget Report. (*Attached*)
- There is a minor glitch in awarding the Bid for the New Library that should be resolved soon.
- Beth Roth will temporarily replace Carole Romary on the Foundation Board until the remaining Library Board vacancies are filled/
- Distributed an updated Tactical Plan (*Attached*)
- Lunch at the Library will happen again this summer at the Lexington Park Library.
- It appears HB126, while not yet pulled, is firmly buried in committee.
- Waiting on an MOU between the County and the Library Board to appoint missing board members.

Action

- Requested to change the Fine Thresholds for customers in the hopes that raising them will cause more customers to come to try and work out a payment scheme.

Voted to increase the blocking limits to \$25.00 and the limit to be sent to collection will now be \$50.00

- Much discussion on the wording for item #4 of the MOU happened. Final wording being sent to the County Commissioners is as follows: *The Trustees will submit 1 recommended and 2 alternates for each vacancy, chosen from the responding applicants, provided however that a sufficient number of qualified applicants have applied. Reappoints for the Board will be submitted by the Board along with the basis for reconsideration to reappoint.*

Vote to approved changes as discussed.

- The Board will consistently meet with the County Commissioners on an informal basis to help communications between them.
- After much discussion the Board decided to hold their June 2018 Meeting in the evening at the Lexington Park Library. They will hold a brief meeting and then a public forum. The meeting will take place on June 13, 2018 at 6:30 PM.
- Jim Hanley & Michael Blackwell will try to meet with the County's Interfaith Organization to help keep communications open between the Library and the County's Faith Leaders.
- We have started collecting success stories from staff and the public for next year's annual report.
- The Library Security incident at Charlotte Hall is resolving itself without the Library needing to be involved.
- Due to another error by ADP in creation of the 2016 W2's an employee will have pay an additional \$1325.00 in taxes in 2017.

Voted to reimburse the employee the \$1,325.00.

Adjourned at 12:00 PM

Next Meeting: **March 20 at the Leonardtown Library**