

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

Meeting Minutes February 19, 2019

Carolyn Guy, President, at 9:00 AM, called to order the meeting of the St. Mary's County Board of Library Trustees at the Charlotte Hall Library.

Members present: Carolyn Guy, President; Jim Hanley, Vice President; Sandi Hauenstein, Treasurer; Michael Dunn; Beth Roth; Tressa Setlak; and Janice Walthour

Members excused:

Staff present: Mary Anne Bowman, Deputy Director; Phyllis Krasnokutsky, Administrative Assistant; Amy Ford, Lexington Park Branch Manager; Darlene McCoy, Lexington Park Library Assistant III; Amy Kirchofer, Charlotte Hall Assistant Branch Manager; Jackie Williams, Charlotte Hall Library Assistant II; and Christine Zugay, Charlotte Hall Library Assistant III.

- Congratulated Darlene McCoy on her retirement after almost 30 years of service
- Congratulated Jackie Williams and Christine Zugay on their 20 years of service
- **Voted to** approve the January 2019 meeting minutes.
- **President's Report presented**
 - **Voted to approve** the Expenditures Approval List (EALs): January 14, 2019-February 28, 2019
- **Treasurer's Report**
 - Distributed JFebruary2019 Treasurer's Reports (*attached*).
- **SMRLA Report**
 - The Tuition Reimbursement Process has been changed to a total fund for all libraries to access.
 - Working on redefining what makes up a quorum in the Bylaws.
 - Corporate meeting will be held in April 2019.
 - SMRLA will pick-up part of the cost of HOOPLA in FY2020
 - Meet with the County to finalize what SMRLA has to pay for on building maintenance.

Director's Report by Michael Blackwell

- **Informational**
 - Distributed the FY2018 Final Audit Report
 - Distributed February 2019 Budget report.
 - Provided the Board with a listing of staff community involvement.
 - Provided the Board with a breakdown of our various insurance policies.
 - The New Leonardtown Library is hoping to have a closing in ceremony on June 11, 2019. The construction is about 3 months behind schedule due to weather.
 - SMCL has chosen their strategic Planning committee members. Their first meeting is February 27, 2019.
 - FOL donated \$10,000 to the Library and \$25,000 to the Foundation at their annual Brunch.
 - Reviewed various news articles and upcoming events.

- *Action*
 - **VOTED** to approved language updates to the Personnel Manual.

Next Meeting: March 19, 2019 at the Leonardtown Library.