

**Library Board of Trustees (Monday, February 10, 2020)****Members present**

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

**Meeting called to order at 10:00 AM**

## 1. CALL TO ORDER

## 2. PRESENTATION(S)

- Hip Hip Hoorays were given to Amy Ford, Patrice Ryan, Christen Woods, Rosa Nakamoto, Molly Gibson, Deborah Haviland and Robert Palmer for their work shifting library books for new carpet to be laid.
- Mary Anne Bowman presented information on Black History Month program on 2/22/20; 2 PM at Lexington Park Library. March is women's history month and there is a display at Lexington Park about early women in architecture.

## 3. PRESIDENT'S REPORT

- Approved January 2020 Board Minutes
- Approval of 1/31/2020 through 2/09/2020 EALS

## 4. TREASURER'S REPORT

- Presentation of the February 2020 Treasurers Report

## 5. SMRLA REPORT

- Contracted with a search firm and defined the roll of her replacement. It is unlikely that they will have a replacement by April 24, 2020, Jennifer Hopwood will be acting until one is. There are 4 vacant positions at SMRLA currently. Revising the bylaws and the corporate meeting is in March 2020. Also requested the annual budget for 2021. Actuarial studies for SMRLA's OPEB account so they know how much to put aside. Need to meet with the Library Directors to get an idea of what projects are pending.

## 6. DIRECTOR'S REPORT

**Informational**

- New Library Update – Change of Date to 4/28/20, some programming events: Meeting this afternoon with county about the ribbon cutting. The Governor's wife will be present for that. Planning events that week at all branches to celebrate the grand opening.
- Report on cards for SMCPS - Working with the schools for all kids to get these smart cards. They are working with SMRLA on the importation of the data. Goal is to for all students to have this card by Fall 2020.
- Use of Text for Emergency Closures: Include the Trustees? We are using Mobile Text alerts for staff. We have 2 groups Substitutes and All staff. Suggested that the trustees join the alert staff.
- Updated Maryland Trustee Manual - No additional information was requested.

**Action Needed**

- Hours of Work: One sentence addendum to our existing policy. Clarifies that employees can work more than 7 hours in a day but no more than 35.5 hours in a week.
- **Voted to accept changes to the hours of work policy.**
- Strategic Plan, Draft 6: Edits and Approval, or Ask for a Separate Session? Minor suggested changes and discussion ensued. This will not change until 2023/2024.
- **Voted to accept the draft with minor changes as requested.**

## 7. DATES TO REMEMBER

- February 10—11: ALA Congressional Fly-in F
- February 13-18 Charlotte Hall will be closed for carpet replacement.
- March FOL Spring Book Sale: March 27 – 29

- April 28th: New Library Opening

8. NEXT MEETING

- Monday, March 16, 2020

9. ADJOURN