

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

Meeting Minutes

Date of Meeting: January 19, 2016

Joan Springer, 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;

Members excused: Joan Springer

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; Cecelia Thomas, Lexington Park Assistant Branch Manager; AM Dillon, Lexington Park Assistant Branch Manager and Amy Kirchofer, Lexington Park Librarian.

Hip Hip Hooray presented to Amy Kirchofer for her exceptional Customer Service on AskUsNow!

Introduced new staff Cecelia Thomas, AM Dillon and Sara Stephenson

Voted to approve the December 15, 2015 meeting minutes as presented.

President's Report

Voted to approve the Expenditures Approval List (EALs): 12/8/15 through 1/8/16.

Treasurer's Report

- Distributed January 2016 Treasurer Reports (*Attached*).
- Distributed CY15 Vanguard dividends proposal.

Voted to approve the CY15 Vanguard Dividend Proposal as presented.

Southern Maryland Library Association (SMRLA) Report - Jim Hanley

- Meeting was cancelled
- Jim Hanley, Carolyn Guy and Janice Walthour will be the St. Mary's County Library Board representatives on the SMRLA Board for 2016.

Director's Report by Michael Blackwell

- Distributed: approved November 2015 minutes; FY2016 January business reports. (*Attached*)
- Friends of St. Mary's County Library donated \$9,500.00 to the branches at the 2016 Brunch. \$3,000.00 to each branch and \$500.00 to the WOW program.
- Personnel Update: to provide more hours to the Lexington Park Library, Cecelia Thomas' full time position will be split into two (2) 21 hour part time positions. One for children and one for adults.
- Michael Blackwell and Mary Anne Bowman provided the Board with an update on their attendance at the recent ALA Midwinter Conference in Boston.
- Continued discussion on a customer's request to commemorate Rose Sivak on her long library service.

Voted to create a plaque at each branch to commemorate staff. The Library Director will work with staff to come up with guidelines on when to add staff names to each plaque.

- **New Library Update:** Concept planning has begun. In addition, the Friends of the Library will not be permitted to remain in the old Leonardtown Library nor is there county funding to allow for FOL space in the new building.
- **SMCL News of Note:** An update on various donations from customers was presented: Negotiations are under way to have the Sheriff's department do a security study of the Leonardtown and Charlotte Hall Libraries; Bicycle locks have been purchased for the Lexington Park Library and guidelines on how to circulate them are under development; the County has committed to installing a panic button in the new Leonardtown Library and is looking at them for the Charlotte Hall and Lexington Park Libraries; Meeting Room Policy has been updated that effective 4/1/16 meetings must end when the Library closes for safety reasons; All three counties are going to create Kids Cards that will hopefully go into effect before Summer Reading in 2016. Michael Blackwell is meeting with the School Superintendent to see about getting their buy in with these cards; Various programs are underway at the Charlotte Hall Veteran's Home; After much consideration and the results of this year's survey on Staff Day it was decided to cancel this event going forward; The proposal for Christmas in April project is under development; JAMuary has gotten great coverage in both *The Enterprise* and the *MLA Crab*; Reminded the Board about the upcoming MD Library Legislative Reception.
- **Automatic Renewal:** All three counties are interested in have automatic renewals. Any book that does not have a hold will be automatically renewed. Customers will get a notice three (3) days before their book is due advising them of what items have been renewed, what could not be renewed and what is still open. The pros and cons of this policy was discussed.

Voted to go ahead with the Automatic Renewal Policy.

- **Grant Issues:** DLDS staff have advised libraries to not spend any of the funds originally allocated for their Staff Development Grants. The funding is being held up at the State level for an unknown reason. Because of this and because we have allocated \$17,000 for MLS reimbursements all conference attendance has been cancelled except for staff who must attend MLA, PLA and ALA conferences. In FY17 a set amount of funds (\$5,000.00) will be set aside for MLS reimbursements. Staff will need to advise the director if they wish to be reimbursed for these costs and at the end of the fiscal year the funds will be evenly divided among these employees.

In order to apply for a 1.5 million dollar State Capital Grant for the new Leonardtown Library we will need to update our current facilities plan. The County says they would find the funds to update the existing plan which is estimated to cost about \$20,000.00. Several other options were present for discussion.

Voted to have the former firm update the existing plan.

Adjourned at 12:00 PM the Board went into Executive Session

Next Meeting: February 16, 2016 at Leonardtown Library.