

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

Meeting Minutes

Date of Meeting: January 16, 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 and Sandi Haustein: Treasurer.

Staff present: Michael Blackwell, Director; Mary Anne Bowman, Deputy Director; Phyllis Krasnokutsky, Administrative Assistant; Mary Lee Russell, Leonardtown Branch Manager; Eric Variz, Leonardtown Assistant Branch Manager, Brenda Mudd, Charlotte Hall Circulation Assistant II, Elizabeth Davis, Leonardtown Library Assistant II.

Guests: Joseph Chadwick of Asset Strategy Consultants

Hip Hip Hooray presented to the following staff:

Brenda Mudd and Elizabeth Davis for their outstanding work as Summer Reading Volunteer Coordinators.

Mr. Chadwick provided an updated report on the OPEB Trust to the Board with suggested changes to the pool spread.

Voted to approved the changes as proposed by Mr. Chadwick.

VOTED TO approve the December 19, 2017 meeting minutes with corrections.

President's Report

VOTED TO approve the Expenditures Approval List (EALs): 12/15/17 through 1/15/2018.

Treasurer's Report

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

Voted to leave funds in the PNC checking account until there is more funds to deposit into the Vanguard Account.

SMRLA Report

- No meeting in January 2018

Director's Report by Michael Blackwell

Informational

- Distributed: approved FY2017 December business and statistic reports and FY2018 Budget Report. (*Attached*)
- FOL Brunch tickets are still available.
- The Foundation is now an official 501c3 organization. Next step is to start a Capital Campaign. A replacement for a Library Representative on the Foundation Board has been put on hold until the remaining board positions are filled.
- A tactical plan update will be provided to the board by January 19, 2018.
- The Little Free Library kits have arrived and need to be assembled in the two locations where they were requested.

APPROVED FEBRUARY 20, 2018

- A packet of information on Library Trends was distributed for the Board to review and discuss at the February 2018 meeting.
- Discussed the effect of the State HB1 Bill override on the Library.

Voted to increase the minimum number of PTO (Paid Time Off) hours for employees to 35 hours.

Action

- Presented the FY2019 Budget Request to the Board. (*attached*).

Voted to proceed with the Budget Request as presented on a 4 for and 1 against.

- Much discussion was held on the two Vanguard accounts the Board has. Discussed merging the accounts into one account.

Voted to only spend the amount actually earned in dividends from the Vanguard accounts.

Adjourned at 12:00 PM

Next Meeting: February 20, 2018 at the Leonardtown Library