

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

Meeting Minutes

**Date of Meeting:** July 18, 2017

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; Lynn Newkirk, Treasurer; Beth Roth; Janice Walthour; Carole Romary; Jim Hanley, Vice President and Sandi Haustein

Members excused:

Staff present: Michael Blackwell, Director; Mary Anne Bowman, Deputy Director; Phyllis Krasnokutsky, Administrative Assistant; Amy Ford, Lexington Park Branch Manager; Mary Lee Russell, Leonardtown Branch Manager. Sara Stephenson, Virtual Services Coordinator.

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**Voted to approve** the June, 20 2017 meeting minutes.

**President's Report**

**Voted to approve** the Expenditures Approval List (EALs): 6/15/2017 through 7/16/2017.

**Treasurer's Report**

- Distributed the July 2017 Treasurer's Report (*attached*)

**SMRLA Report**

- No meeting was held in July.

**Director's Report by Michael Blackwell**

***Informational***

- Distributed: approved FY2017 June business and statistic reports. Provided copies of the FY2017 End of Year Budget report (before audit) and the new FY2018 Budget Report. (*Attached*)
- Sara Stephenson provided a demonstration on the new Tableau statistics services provided by the State.
- Michael Blackwell provided an update on the SimplyE Grant.
- An update to the Lexington Park Library's firewall enabled a large increase in internet speed for our customers. Updates to the Leonardtown and Charlotte Hall Library firewalls are underway.
- Bids for construction of the New Leonardtown library are supposed to be released this month. On 7/24/17 staff are meeting with the architects to see a VR Tour of the building and bring back large posters for each branch.
- The State has approved our FY2016 audit and the Retirement Agency has issued a clean audit as well.
- The Foundation has raised \$1,203.00 so far. Next fundraiser will be in November.
- Bolton Partnership is providing an Audit of our OPEB Trust to help determine our future funding needs.

- A new staff training reporting system will go into place in October 2017. Supervisors will meet with staff who attend trainings to help them use what they learned and to determine if anything from the training should be posted to the staff blog.
- Reviewed how Maryland Library Trustees are appointed with the Board. There are 2 members up for renewal and 1 member slated to be replaced in January 2018.
- Provided information on the revised Maryland State Open Meeting Laws. Sandy Haustein has already taken the training as required.
- Reviewed the Sex Ed Program Lessons Learned document.
- Reviewed the FY2017 Staff Turnover report.

***Action Items***

- Distributed revised Foundation flyer (*Attached*).

**VOTED** to approve the flyer as presented.

- Requested the Substitute pay be raised from \$12.00 per hour to \$13.25. This is the first raise for substitutes since they started in 2008.

**VOTED** to approve raising substitute pay to \$13.25 per hour.

- Provided additional language for the Personnel Manual on how long an employee must stay in their hired position before applying for another Library position.

**VOTED** to add the language provided to the Personnel Manual.

- Provided the text for a new Privacy Policy to be added to the Customer Service Manual. This places all existing privacy/confidentiality policies in one place and added some additional text.

**VOTED** to approve the new policy pending legal review.

- Added Programming to our existing Materials Consideration Policy. This will provide a process for customers who object to Library Programs as well as materials.

**VOTED** to approve the new policy pending legal review.

- Provided a Budget Amendment to move funds in the FY2017 budget so no account was in arrears.

**VOTED** to approve the budget amendment as provided.

- Provided revised FY2018 Budget which merged the Sunday department into Lexington Park, removed the Outreach Dept. into Administration and split Accounting & Audit line item into Accounting & Audit and Personnel Service.

**VOTED** to approve the reviewed FY2018 Budget line items as presented.

Adjourned at 12:05 PM

**Next Meeting: August 15, 2017 at the Leonardtown Library**