

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

Meeting Minutes

Date of Meeting: July 19, 2016

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; Jim Hanley, Vice President; Carole Romary; Janice Walthour; Joan Springer
Members excused: Lynn Newkirk, Treasurer; Beth Roth
Staff present: Michael Blackwell, Director; Mary Anne Bowman, Deputy Director; Phyllis Krasnokutsky, Administrative Assistant; Sara Stephenson, Virtual Services Coordinator and Laura Boonchisari, Publicity and Outreach Coordinator.

Laura Boonchisari updated the Board on future programs and partnerships in 2016.

Voted to approve the June 21, 2016 meeting minutes as presented.

President's Report

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

Treasurer's Report

- No report

Southern Maryland Library Association (SMRLA) Report - Jim Hanley

- Meeting was discussion only due to lack of attendees. Mainly discussed upcoming Bylaw revisions and agreed to have the Library Directors meet with the SMRLA Board at a future date to be decided.

Director's Report by Michael Blackwell

- Distributed: approved June 2016 minutes; FY2016 June business and statistic reports. An annual line graph of statistics to be presented to the Board at the end of each Fiscal Year was requested by Jim Hanley. *(Attached)*
- Friends of St. Mary's County Library has reapplied for 501 c 3 status.
- Distributed a new Library Fact Sheet. *(Attached)*
- The Library has received a \$10,000.00 Staff Development Grant from the State DLDS office for FY2017. Most of these funds will provide support for staff to attend various industry related conference.
- Sent out an RFP to see if other vendors could provide the same services as ADP but at a cheaper cost. Only two (2) vendors replied and their costs where the same or higher than ADP.
- FY2016 Audit is underway. The FY2016 budget is over spent by \$58,000.00. This is a result of costs for staff, who had not previously being enrolled in Health care now enrolled; ADP costs incurred as a result of leaving the County's Finance System, Director search costs; and various computer and furniture needs not anticipated when the original budget was submitted. In addition, the FY2016 budget was not adjusted to meet these additional expenditures. New procedures have been put in place to help keep this from happening in the future.
- Distributed revised Meeting Room Use Policy and Procedures to allow for use of our meeting rooms for private parties. *(Attached)*

Voted to approve the changes in Meeting Room Use and Procedures with minor language changes and pending County DPW approval.

- Statistics on our photocopier costs was presented. We are the highest for color costs of the three counties. *(Attached)*

Voted to reduce color copier and printing costs from \$1.00 to \$0.50 per page.

- Requested that the Board approval use of Gates Grant funds they are holding for PC replacements

Voted to approve the use of Gates Grant funds for PC replacements.

- Provided an update on the status of the New Leonardtown Library. Distributed samples of proposed exterior designs *(Attached)*
- Sara Stephenson provided an overview of new State Guidelines for statistic gathering.
- Mary Bowman provided an overview on STELLAR, a Southern Maryland Leadership program provided through SMRLA. St. Mary's have nominated Eric Variz, Tess Goldwasser, Jenell Steis and Cecelia Thomas for the program.
- Mary Anne Bowman will contact the County to get a time table together to replace Joan Springer, whose term expires at the end of 2016.
- Updates: The Board was provided updates on various other items including the FY2016 Audit; Revised Circulation Procedures; Digital Access Cards; ALA Annual Conference activities; Security audits and installation of cameras at Hall and Leon; installation of a Story walk at the Lexington Park Library; Vary our attendance at local outreach events; upgrades to our self-check out machines to provide better service to our customers and the new Statewide e-book app.

Adjourned at 11:50 AM

Next Meeting: August 16, 2016 at the Leonardtown Library.