

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

Meeting Minutes

Date of Meeting: July 21, 2018

Sandi Hauenstein, Treasurer, at 9:05 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; Sandi Hauenstein; Janice Walthour; Beth Roth; and Tressa Setlak

Members excused: Michael Dunn

Staff present: Michael Blackwell, Director; Mary Lee Russell, Leonardtown Branch Manager, Katrina Jacobs, Leonardtown Circulation Assistant III; Daniel Quipshuaman, Lexington Park Security Associate II and Phyllis Krasnokutsky, Administrative Assistant.

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- **Congratulated** Daniel Quipshuaman, on 5 years with the Library.
 - **Congratulated** Katrina Jacobs on 20 years with the Library and graduating from the STELLAR program.
 - **Jill Hutchison** provided an Augmented Reality Demo and proposed uses for it.
 - **Voted to** approve the June 2018 meeting minutes as presented
 - **Daniel Quipshuaman** provided his opinion on the county's opioid crisis.
 - **President's Report presented**
 - **Voted to approve** the Expenditures Approval List (EALs): June 15-June 30, 2018.
 - **Treasurer's Report**
 - Distributed July 2018 Treasurer's Reports (*attached*).
 - **SMRLA Report**
 - Working on the Performance Appraisal Process for the SMRLA Director.
 - Major objective in Fy2019 is use of SMRLA's excess funds.

Director's Report by Michael Blackwell

- **Informational**
 - Distributed FY2018 Year to Date Business Statistics.
 - Provided an update on the New Leonardtown Library Building.
 - Provided an update on future Foundation events.
 - The Library is in the clear for a lawsuit for the Lexington Park Library's Parking lot.
 - SimplyE only has 7 libraries right now and 3 new ones are coming on board.
 - Reviewed FY2018 significant events and Staff Demographics Report for FY2018
 - Started Reviewing the FY2019 Tactical Plan
- **Action Items**
 - **VOTED** to approve changes to the Library Vehicle Policy.
 - **VOTED** to approve revised Privacy Policy.

• **Discussion**

APPROVED AUGUST 21, 2018

- Janice Walthour would like to make sure that Community Partners who are using the Library's meeting rooms (instead of their own buildings) are not making additional work for Library staff.
- Additional Opioid training will be offered to all staff. The Library will also review when or when not act for staff in such emergencies.

Meeting adjourned at 11:45 AM

Next Meeting: August 21, 2018 at the Leonardtown Library.