

Board of Library Trustees (Monday, July 20, 2020)

Members present

Carolyn Guy, James Hanley, Tressa Setlak, Carolyn Roth, Sandra Hauenstein, Janice Walthour

EXCUSED: Michael Dunn

Meeting called to order at 10:03 AM

Celebrations

- Michael Blackwell announced various staff anniversaries
 - Brenda Mudd - 20 years
 - Joan Bauk - 10 years
 - Elizabeth Davis - 5 years
 - Jennifer Cavanaugh - 5 years

President's Report

- Approved of June 2020 Minutes -
- Approved of EALS from 6/14/20-7/19/20

Treasurer's Report

- Approved the July Treasurer's report as presented.

SMRLA Report

- Preparing for the receipt of resumes by end of July 2020 for the new CEO
- There were two new members of the board - Carolyn Guy and one from Charles County.

Directors Report

- Informational
- The CARES Grant will be covering the cost of a new app that will allow customers to check items out on their own devices.
- FY 2020 Budget and Statistics Review - It looks like we might have a budget surplus for FY2020. Because of the Virus there were no new materials being delivered and invoiced so those funds will most likely comprise any surplus budget. We will not know until the audit is done. We would like to have that amount of funds put back into the FY2021 budget for materials. Material statistics are down due to being closed. Curbside has been very busy. Getting better response to virtual programming, and we may wish to keep that process going even after we open.
- Staff Turnover Report for FY2020 - 10.9 % of turnover is 1/2 of what it was last year.
- Staff Demographics Report for FY2020 - We are still waiting on information from one branch to complete the report..
- Significant Events, FY2020 - The complete report FY2020 Significant Events was provided to the Board. Some of the highlights are:
 - A successful summer lunch program that because of the virus we are unable to do that this year;
 - A Women in Architecture exhibit;
 - Completion of our strategic plan;
 - Removal of meeting room fees;
 - Start of virtual programming during the shutdown;
 - Completed the move into the new Leonardtown Library;
 - Using our 3D printers Sara Stephenson was able to make 550 ear savers; and 500 headbands for face shields which are donated to The Veteran's Home, Sheriffs Office; Public Schools and other small businesses.
 - Compliments to our IT staff for getting the new library building setup.
- Staffing Update - We have hired Elisa Mattingly as the Assistant Branch Manager, Youth Services at the Lexington Park Library replacing Shannon Fescura and Meghan Ebbitt as the Assistant Branch Manager, Youth Services at the Charlotte Hall Library replacing Tess Goldwasser who has move to Leonardtown. We will be interviewing at the end of this month for new Branch Manager Charlotte Hall to replace Kathryn Faubion.
- Communiqué to NAACP about Social Justice Book Club- Library has offered to partner with NAACP on this.
- FOL and Foundation Updates - FOL is working with the county on staying in place and working on a Spring book sale in 2021. Not accepting donations right now. We raised 19,000 for the foundation in FY2020. We are creating a virtual 3D tour of the new library and launching to foundation donors as a thank you. We hope to have a foundation fundraiser later in the year.
- Digital Texts and SimplyE update - We have digitized 4 items that we own the copyright for and they will be in DPLA open bookshelf. UCAC was very happy to have a digitized copy since they have run out of print copies. But the UCAC can use it to print more. We are hoping to add Overdrive audiobooks to the SimplyE app soon.
- Limited Public Opening Announcement - This is still in the draft stage. The Board has reviewed some of the suggestions and a final decision will be done on 7/27/20. 8/3/20 looks to be a good date as the county appears to be stable on virus numbers. We will not expand our hours and will continue curbside when we open. Masks will be required which we can offer to those that don't have them; there will be a limit the number of computers available to the public; again we will limit chairs; we will have wipes and plastic wrap on computer keyboards; other IT help. We will limit the number of people in the building at one time. Statewide ILL services will be available on 8/3/20. Meeting rooms will not be opened to the public. We hope to open the study rooms in the fall. We will be restricting time spent in the building as possible.

- Action Items
 - Approved the budget amendment as presented to zero out accounts for FY202020.
 - Approved the final total budget amount for FY202021.

Next Meeting

- Next meeting will be August 17, 2020 Chesapeake Building and Virtual/Telephone

Dates to Remember

- August 3rd: Reopening Buildings to Public;
- August 18: Presentation to County Commissioners