

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

Meeting Minutes

Date of Meeting: June 21, 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; Lynn Newkirk, Treasurer; Beth Roth; Janice Walthour; Joan Springer

Members excused: Carole Romary

Staff present: Michael Blackwell, Director; Mary Anne Bowman, Deputy Director; Phyllis Krasnokutsky, Administrative Assistant; Mary Lee Russell, Leonardtown Branch Manager and Kathy Faubion, Leonardtown Library Associate.

Hip Hip Hooray presented to Kathy Faubion for her work on a Senior Online program that resulted in over 500 attendees.

Voted to approve the May 17 2016 meeting minutes as presented.

President's Report

Voted to approve the Expenditures Approval List (EALs): 5/14/16 through 6/15/16.

Treasurer's Report

- Distributed June 2016 Treasurer Reports (*Attached*).

Southern Maryland Library Association (SMRLA) Report - Jim Hanley

- Meeting was held by telephone to deal with a copier issue. Revising the Bylaws is still an issue.

Director's Report by Michael Blackwell

- Distributed: approved May 2016 minutes; FY2016 June business and statistic reports. Drop in revenue and increase in circulation is due to automatic renewals. (*Attached*)
- Noted two (2) donations received for a total of \$531.00
- Distributed FY2017 Tactical Plan. These are mainly new or special items that staff would like to do. The Passport Services option has been dropped as it is very staff intensive program. (*Attached*)
- Updated the Board that the Friends of St. Mary's County Library has lost their 501.c.3 status. They are working on getting it back.
- Distributed a staff Demographic Report. It was reviewed and discussed. The Board requested such a report be delivered to them each June. (*Attached*)

Vote not to consider the proposal by ADP for HRIS services and instructed staff to look at other providers who focus specifically on HRIS systems.

- Reviewed FY2017 budget which had changes if the ADP proposal had been accepted.

Voted to accept the FY2017 budget as presented with the amendment that the \$19,500 removed from the materials budget for ADP be restored and the Accounting and Audit budget be reduced by the same amount.

- Capital Grant for the new Leonardtown Library has been submitted to the State. There is a meeting next week for staff to provide the State with further information on the project.
- 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.

- Distributed the current floor plan for the new Leonardtown Library for review. *(Attached)* Constructions documents are expected to start July 1, 2016.
- Distributed Foundation documents in response to questions by the Board at previous meetings. The board would like monthly updates on the progress.

Voted to start the process for the St. Mary's County Library Foundation.

- Reviewed various updates as noted on the Meeting Agenda.

Voted not to change the policy on naming libraries.

Adjourned at 12:00 PM

Next Meeting: July 19, 2016 at the Leonardtown Library.