BOARD OF LIBRARY TRUSTEES
ST. MARY’S COUNTY LIBRARY
Meeting Minutes
Date of Meeting: June 20, 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; and Sandi Haustein

Members excused: Carole Romary and Jim Hanley

Staff present: Michael Blackwell, Director; Mary Anne Bowman, Deputy Director; Phyllis Krasnokutsky, Administrative Assistant; Amy Ford, Lexington Park Branch Manager; Darlene McCoy, Lexington Park Associate III; Carla Werme, Lexington Park Library Associate I; Jill Hutchison, Youth Services Coordinator; Mary Lee Russell, Leonardtown Branch Manager.

Hip Hip Hoorays were presented to
• Darlene McCoy and Carla Werme for fast action in helping a customer with a medical emergency.
• Jill Hutchison for stepping in to help out at Lexington Park and Charlotte Hall Libraries due to staff shortages.
• Amy Ford, Michael Blackwell, Mary Anne Bowman and All Staff for the handling of the Sex Education Program.

Voted to approve the May 16, 2017 meeting minutes.

President’s Report

Voted to approve the Expenditures Approval List (EALs): 5/15/2017 through 06/15/2017.

Treasurer’s Report
• Distributed the June 2017 Treasurer’s Report with minor correction to date for Vanguard Account Values. (attached)

SMRLA Report
• No meeting was held in June.
• Michael Blackwell provided an update on the June Library Director’s Meeting.

Director’s Report by Michael Blackwell
• Distributed: approved April 2017 minutes; FY2017 June business and statistic reports. (Attached)
• Distributed copies of donations in memory of Alesha Verdict which will be used to create a memorial garden at the Charlotte Hall Library in her honor.
• Distributed a letter in support of the Library’s stand on the use of their meeting rooms.
• Amy Ford reported on the Summer Lunch Program. So far they are distributing 27 meals per day.
• Michael reviewed the massive staff changes due to a few staff leaving and a subsequent “domino effect” of staff seeking to move upwards.
• The new Leonardtown Library was approved by the Town of Leonardtown. A “Future Home of:” sign is in the works. Submitted a grant request for an additional $500,000.00 towards the library building.
• eBook App is moving more slowly than expected. Hope to start testing in more counties in the middle of July.
• An update on the Foundation’s recent activity was provided.
• Bolton Partners is reviewing our OPEB Trust to help determine its value and how much more, if any, we need to invest.
• Reviewed the FY2018 Budget line items.
• Michael provided the Board with an update on the Library’s Staff diversity which is unchanged from last year.
• Staff reported on the Diversity Workshop recently attended.
• Distributed and discussed various membership levels for the Foundation. A final decision will be made at the July Meeting.

Voted to approve using the PayChex Applicant Recruiting/Tracking program for one year.

Voted to approve the $2,500.00 request to fund 2017 summer reading programs from the Board’s Vanguard account.

At this point the remaining agenda items were postponed due to lack of time.

Adjourned at 12:05 PM

Next Meeting: July 17, 2017 at the Leonardtown Library