

**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.

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**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 slowing 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**