

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

Meeting Minutes

Date of Meeting: Jun 19, 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 Lexington Park Library.

Members present: Carolyn Guy, President; Jim Hanley, Vice President; Sandi Hauenstein; Janice Walthour; Beth Roth; Michael Dunn and Tressa Setlak

Members excused:

Staff present: Michael Blackwell, Director; Maryanne Bowman Deputy Director; Laura Boonchaisri, Publicity and Outreach Coordinator; Mary Lee Russell, Leonardtown Branch Manager, Eric Variz, Leonardtown Assistant Branch Manager, Mary Jane Riggs, Leonardtown Circulation Assistant III; and Phyllis Krasnokutsky, Administrative Assistant.

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- **Introduced** and welcomed new board members Michael Dunn and Tressa Setlak.
 - **Congratulated** Eric Variz on 5 years with the Library.
 - **Celebrated** Mary Jane Riggs on 20 years with the Library and on her retirement.
 - **Voted to** approve the April 2018 meeting minutes as presented
 - **President's Report presented**
 - **Voted to approve** the Expenditures Approval List (EALs): April 16-June 15, 2018.
 - **Treasurer's Report**
 - Distributed June 2018 Treasurer's Reports (*attached*).
 - **SMRLA Report**
 - The SMRLA Board spent a lot of time on Strategic Planning for all three (3) libraries & SMRLA.
 - They are investigating at DEMAND driven acquisitions – where books are only ordered when customers request them.
 - Jim Hanley will be meeting with Sharon in July to discuss key objectives for the FY2019 fund balance use.

Director's Report by Michael Blackwell

- **Informational**
 - Laura Boonchaisri provided an update on The Longest Table program and upcoming Library programs.
 - An update on the Lunch at the Library was provided.
 - Discussed possible expenditures of any excess funds from the FY2018 budget.
 - Distributed June 2018 Business Statistics.
 - Provided an update on the New Leonardtown Library Building.
 - Provided an update on future Foundation events.
 - The FOL made a \$40,000 donation the Library as a result of the Spring Book Sale.
 - Distributed Summer Program Brochures.
 - Updated the Board on the Leonardtown Sign accident and a lawsuit from a 2015 parking lot incident at Lexington Park.

- Michael provided an updated on his upcoming ALA Presentations
- **Action Items**
 - **VOTED** to approved changes to the Library Vehicle Policy following legal review.
 - **VOTED** to accept minor Personnel Manual changes as presented.
 - **VOTED** to approve FY2019 Budget as presented.

Meeting adjourned at 11:45 AM

Next Meeting: July 17, 2018 at the Leonardtown Library.