

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

Meeting Minutes

**Date of Meeting:** March 20, 2018

Carolyn Guy, President, at 9:05 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; Sandi Hauenstein; Janice Walthour; Beth Roth;

Members excused:

Staff present: Michael Blackwell, Director; Mary Lee Russell, Leon Manager; Maryanne Bowman Deputy Director; Sue Clifton, Fiscal Assistant

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- **Hip, Hip, Hurray** award to Sara Stephenson for excellence in Reader Advisory, A.M Dillon and Amy Kirchofer for Completing the Stellar Leadership Program.

Distributed the Thank You Notes from Hall branch on the minor renovation to the work area and from Jen Cavanaugh for a correction on a pay matter.

- **Voted to** approve the February meeting minutes as presented with one change: correction of a date.
- **President's Report presented by Carolyn Guy**
  - **Voted to approve** the Expenditures Approval List (EALs): July 17 through 8/14/16.
    - Questions on EALs: for Hotspots- we pay and then get most monies back for reimbursement from the Grant. Questions about the frequent small amounts on report – determined to be PNC charges and typical.
- **Treasurer's Report; by Sandi Hauenstein**
  - Question on tax on Vanguard account question asked by Sandi--an amount of \$9.07. Sandi will call Carole to inquire about the amount.
  - Motion to except Treasurers Report made by Jim Hanley and 2<sup>nd</sup> by Beth Roth. **Motion passed.**
- **SMRLA Report**
  - From Jim Hanley
    - SMRLA Directors meeting is April 10.
    - Discussion with County Government Actuary about SMRLA staff getting retirement benefits.
    - April is the Annual meeting for SMRLA Board.
  - Report by Michael Blackwell and Mary Anne Bowman of SMRLA/Count Library Directors meeting:
    - Expiration date on cards to be 10 years instead of 3
    - RFID direction of credit/debit card readers on self-check outs at machines. Updating self-checkout software. SMCL plans to drop 3M machines and use \$6000 in cost savings to offset the cost of adding the readers. We plan a transition for staff with more service at point of need and less time spent behind desks.

- We are considering of a no cash possibility at the new Leonardtown Library, with all transactions done via credit/debit card.

**Director's Report by Michael Blackwell**

- **Statistics:** Overall statistics report is following an established trend: physical material use is down a bit from last year but digital materials use is soaring. Leon computer is soaring and usage of small meeting rooms should be tracked in future at Leon's new facility. Lexi is starting to track use of this space now. Beth Roth suggested advertising rooms for tutoring at schools.
- **Revenues** are running about the same, they are slightly down for the month at Lexi and the same everywhere else. Weather could be a factor—we had several very cold or snowy days in February.
- **Budget reports** are on target for expenses. We will have to spend approximately \$12,000.00 for a new fire wall. We took down Hoopla to one less circ per month to help hold down costs for that resource.
- **Building Update-** New Contractor Tuckman-Barbee has made some changes to orders and some materials substitution at another Maryland library job. We will be diligent in working with them but expect a good experience. We have asked for an extension for the FY 2018 Capital Funds grant to continue spending in FY 2019.
- **Budget:** The County Commissioners' draft budget includes a 7% Health Care increase, and materials budget increase for the library. County is exploring a new factoring of revenues but may not give any increases at all. Currently, no pay increases are in the draft budget. We would like to consider adding a position, using our state funding increase to aid Robert as an IT assistant. The position would be based at Leon. An IT position would be beneficial but might require paying full time benefits. It would give another opportunity for promotion. A new retirement is expected in July that might allow another opportunity for a promotion.

**Action Items**

- **Children's fines we collect-** Fine Free for children's materials on cards including Picture Books, Early Readers and board books. Libraries across the country are moving towards fine free. We cannot due to budget factors but making some children's materials fine free is a step towards that goal. We would make a new push for the 500 by 5 incentive toward children's literacy. The impact of making these children's fine free is about \$4500.00.
- **December Staff Day-** Would like to bring it back and do a Mindfulness, Safety training and Team building exercises. It could be called "Health and Awareness Day." We could invite the county Health Connections for blood pressure checks and flu shots. **A motion to reinstate Staff Day in December passed. 1<sup>st</sup> by Jim Hanley and 2<sup>nd</sup> by Sandi Hauenstein.**
- **Vanguard Fund and the Lindsay Paul Rudolf Fund.** What do we want to do with these funds? Leave as is or combine? With dividends on both accounts combined, it pays for the summer intern but not the usual amount given to Children's Summer Programming. Combining the funds would make it impossible, however, for the funding to be put towards anything other than fund the intern because of restrictions on the one fund. **A motion to maintain the status quo was made by Jim Hanley and 2<sup>nd</sup> by Janice Walthour. Motion passed.** Discussion on where the extra money for Children's will come from ensued, possibly from FOL. A decision will be made about this funding in December.

- **Personnel Manual**-Additions to the Manual made by Jim were presented. Discussion ensued and a suggestion made by Janice Walthour to approve once a subcommittee has revised. Michael suggested waiting till changes are implemented and approving a final draft. This suggestion has been implemented. The approval of the personnel manual was moved to next month after revisions are completed. Trustees may send further edits to Mary Anne. Maryanne has done an excellent job revising the manual and will seek additional help from staff.
- **A Further Addition to the Manual:** Time cards need to be accurate. Policies must in place for recording PTO or sick leave if an employee is not present at the end of pay period to complete a time card. Supervisors are responsible for accuracy. **Motion was made by Jim Hanley for “Accuracy of Time Cards” be added to the manual. 2<sup>nd</sup> by Sandi Hauenstein was passed.**

**Trends in Library Services and the Future of Libraries-** Early Childhood Literacy initiatives and grants to fund them. National Trends: digital circulation climbs, user visits down but visitors stay longer. Computers are still needed. Study spaces and small quiet spaces are needed. Capital Funds for may be sought for Hall and Lexi as we need new service desk configurations for both.

**Meeting adjourned at 12:00**

**Dates to remember:**

- April 4: 4:30 to 6 pm, Lexington Park, “State of the Library”
- FOL Book Sale, April 13-15, Fairgrounds
- Public Hearing FY2019 Budget: April 17, Great Mills High School
- FOL Annual Dinner: May 20, Elements Restaurant, 5 PM

**Next Meeting: April 17, 2018 at Lexington Park**