

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

Meeting Minutes March 19, 2019

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; Sandi Hauenstein, Treasurer; Michael Dunn; Beth Roth; Tressa Setlak; and Janice Walthour

Members excused:

Staff present: Mary Anne Bowman, Deputy Director; Phyllis Krasnokutsky, Administrative Assistant; Mary Lee Russell, Leonardtown Branch Manager and Josie Drury, Leonardtown Librarian II

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- Congratulated Josie Drury in completion of MLIS.
 - **Voted to** approve the February 2019 meeting minutes.
 - **President's Report presented**
 - **Voted to approve** the Expenditures Approval List (EALs): February 19, 2019-March 18, 2019
 - **Treasurer's Report**
 - Distributed March 2019 Treasurer's Reports (*attached*).
 - **Voted to** approved payment of \$325.00 for the Diversity Training.
 - **SMRLA Report**
 - More focus is being placed on how SMRLA functions and the role of the SMRLA Board.
 - Still working on reserve amounts.
 - Still working on Bylaw Quorum changes.

Director's Report by Michael Blackwell

- **Informational**
 - Distributed March 2019 Budget report.
 - Provided on update the New Library construction. Almost all of the state grant funds have been spent.
 - Looking at executive interviews of influential community people for the Strategic Plan. There will also be staff and public surveys release.
 - SimplyE App now has Overdrive eBooks and RB digital. Moving forward to hope to have a statewide release by the end of the year.
 - Two new grants were offered to SMCL. One from PLA for an intern that had to be turned down due the timing and staff work involved. Another is a Financial Program for kids from ALA which will be offered in the fall.
 - We will now be using Blackboard – an online meeting space – provided by the State for various staff system wide meetings were possible.
 - New Tech Boxes will be going out to the branches with items like 3d printers, VR equipment, etc. for use by the public and for programming.
 - As of April 1, 2019 we will have a new telephone answering procedures. The Automated Attendant will be removed at Lexington Park and Charlotte Hall. Leonardtown will only have two options Administration & branch. Phones will go directly to staff for answering.

○ **Action**

- Distributed a list of proposed programming for the Summer and Fall for review.
- **VOTED** to approve closing on 12/6/2019 for Staff Day.
- **VOTED** to approved change in meeting room deposits.
- **VOTED** to be consistent with St. Mary's County policy for all retirement benefits.
- Lexington Park will be having an LGBTQ Authors Book display and it will be reviewed by the library director first.
- **VOTED** to approved suggested OPEB Fund distribution changes as recommended by Asset Strategies.
- Discussed options for FY2020 budget issues to get the funding needed.

Next Meeting: **March 19, 2019 at the Leonardtown Library.**