

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

Meeting Minutes

**Date of Meeting:** May 17, 2016

Carolyn Guy, President, at 9:00 AM, called to order the meeting of the St. Mary's County Board of Library Trustees at the Charlotte Hall Library.

Members present: Carolyn Guy, President; Jim Hanley, Vice President; Lynn Newkirk, Treasurer; Beth Roth; Janice Walthour; Carole Romary;

Members excused: Joan Springer

Staff present: Michael Blackwell, Director; Mary Anne Bowman, Deputy Director; Phyllis Krasnokutsky, Administrative Assistant; Catherine DiCristofaro, Charlotte Hall Branch Manager; Alesha Verdict, Charlotte Hall Assistant Branch Manager, Tess Goldwasser, Charlotte Hall Library Associate II; Christine Keogler, Charlotte Hall Library Associate I; Jill Zitnick, Charlotte Hall Circulation Assistant II and Jenell Steis, Charlotte Hall Circulation Assistant I.

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**Hip Hip Hooray** presented to the following staff:

- Jill Zitnick and Jenell Steis for the work on the Friends of the Library Spring Book Sale
- Catherine DiCristofaro and Tess Goldwasser for their work in obtaining the ALSC Curiosity Creates Grant
- Alesha Verdict for her work as Acting Branch Manager
- Christine Keogler for her work making connections with the Charlotte Hall Veterans Home.

**Voted to** approve the April 19, 2016 meeting minutes as presented.

**President's Report**

**Voted to approve** the Expenditures Approval List (EALs): 34/12/16 through 5/13/16.

**Treasurer's Report**

- Distributed May 2016 Treasurer Reports (*Attached*).

**Southern Maryland Library Association (SMRLA) Report - Jim Hanley**

- There was no meeting in May

**Director's Report by Michael Blackwell**

- Distributed: approved March 2016 minutes; FY2016 May business and statistic reports. (*Attached*)
- **Security Updates:** New security kiosk is working at well at the Lexington Park Library. Both Leonardtown and Charlotte Hall have had their security audits provided by the Sheriff's Department. Requests for additional lighting and other items will be forwarded to the county.
- Distributed revised Strategic Plan (*attached*). Discussed some tactical plans for FY2017. A final list of the Tactical Plan will be presented to the Board for approval.
- Project Kindness resulted in 723 items, 52 participants and \$544 in waived fines. Will look into how to better communicate this project next year.
- SMRLA Building Lease has not been provided to the county for approval yet.

- The Friends of the Library donated \$27,500.00 to the Library at their Annual Spring Dinner. \$25,000 is for programing and \$2,500.00 is for the WOW program. They are still trying to find space at the Garvey Center for book donations and sorting once the new Leonardtown Library is completed.
- One Customer expressed concern over transgender bathroom issues. Staff explained that we do not have a policy on this and it has not been a problem. However, we do have family restrooms for use by those with concerns. They were satisfied with the answer.
- **Money Matters:**
  - A draft of our \$1.5 million dollar Capital Grant request is being reviewed by Renee Croft at DLDS. It is due by June 1, 2016.

**VOTED TO** approve investigating offering Passport Services at the Lexington Park Library on a trial basis.

- Discussed allowing social activities in our meeting rooms for a fee. A formal proposal will be presented to the Board at the June 2016 meeting.
- Extra hours are being provided to the branches over the summer; 12 hours to Leonardtown and Charlotte Hall and 8 hours to Lexington Park.
- Reviewed revised FY2017 Budget with the additional \$38,000 provided by the County Commissioners for step increases.
- Discussed replacing a full time Librarian at Lexington Park with a full time Youth Services Coordinator in Administration. This will result in approximately an \$8,000 savings which will be used to provide additional hours to existing staff at Lexington Park.

**VOTED TO** approve the new position as presented.

- Reviewed business and circulation statistics. Some questions on Hoopla numbers. Mary Anne Bowman will get back to the board on these numbers by email.
- Advised the Board that we are looking to the possibility of adding some HR features to our existing ADP program. Cost and services provided will be a factor.

**Adjourned at 11:15 PM** for a tour of the Charlotte Hall Library

**Next Meeting: June 21, 2016 at the Leonardtown Library.**