



St. Mary's County Board of Library Trustees Meeting
May 21st, 9:00 A.M. Leonardtown Library
Meeting Minutes

APPROVED JUNE 18, 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. Quorum was established.

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

Members excused: None

Staff present: Mary Lee Russell, Leonardtown Branch Manager; Mary Anne Bowman; Deputy Director; and Laura Boonchaisri, Communications and Marketing Coordinator

Opening Actions:

- Awarded a "Hip Hip Hooray" award Trina Jacobs and Karen Ogletree on their excellent work in Acquisitions.

Vote to approve the April 2019 Meeting Minutes as presented.

President's Report:

Vote to approve EALS 4/15/19- 5/19/19.

Treasurer's Report

- Distributed MAY 2019 Treasurer's Reports (attached)

SMRLA Report

- Approved \$20,000 to be used towards Hoopla in FY2020.
- Investigating new meeting room/calendar software to be used by all three counties.

Director's Report:

- Informational
 - Provided an update on the recent SMRLA Directors Meeting.
 - New Library building is tentative to be closed in late in August 2019.
 - Public Survey has been released for the Strategic Plan. Staff survey will go live on 5/20/19.
 - Provided an update on FOL and Foundation Finances
 - Looking at various ways to implement Passport Services at all branches to increase revenue.

Vote to approve looking into how to implement Passport Services this fall.

Administrative Offices
23250 Hollywood Road
Leonardtown, MD 20650
301-475-2846 x1012
FAX: 301-884-4415
info@stmalib.org

Charlotte Hall Library
37600 New Market Road
Charlotte Hall, MD 20622
301-884-2211
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Lexington Park Library
21677 FDR Blvd
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301-863-8188
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- Presented various options for the FY2020 Budget. Board recommended the option that provides a 1% COLA and a 2.5% step that also reduces the Materials budget.
- Short discussion on the Diversity Webinar attended by several Board Members. All manuals and policies will be reviewed to make sure our language is compliant. The staff EDI Team will also be looking at the dress code, less library lingo, and making staff aware of this issue. Hope to have a preliminary report by August.
- Action
 - Postponed the review of the Organization Positions Structures until the June meeting.
 - Provided permission for Michael Blackwell to speak to US Congressional staff for the Internet Archives.

Adjourned at 10:55 AM

Next meeting on June 18, 2019 at the Leonardtown Library.

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