

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

Meeting Minutes

Date of Meeting: November 15 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 Leonardtown Library.

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

Members excused:

Staff present: Michael Blackwell, Director; Mary Anne Bowman, Deputy Director; Phyllis Krasnokutsky, Administrative Assistant; Mary Lee Russell, Leonardtown Branch Manager; Jeff Powers, Leonardtown Public Technology Assistant; and Kathy Faubion, Leonardtown Library Associate.

Guests: Monica Kempson and Lisa Brown of Murphy & Murphy CPA LLC

Presented five (5) year pins to Jeff Powers and Kathy Faubion.

Voted to approve the October, 16, 2016 meeting minutes as presented.

President's Report

Voted to approve the Expenditures Approval List (EALs): 10/16/16 through 11/6/16.

Treasurer's Report

- Distributed the November 2016 Treasurer's Report (*attached*)
- Distributed Vanguard Dividend Expenditures for 2016. (*attached*)

Voted to keep the Vanguard Dividend Expenditures for 2017 the same as for 2016.

Lisa Brown and Monica Kempson presented the FY2016 Audit.

Voted to approve the FY2016 Audit as presented.

SMRLA Report

- No meeting was held this month.

Director's Report by Michael Blackwell

- Distributed: approved September 2016 minutes; FY2017 November business and statistic reports. (*Attached*)
- The Friends of the Library have received their tax exempt status back and the Foundation is legal on paper right now. Meeting to start moving forward is scheduled for this week.
- The architects gave a 3D walkthrough of the new library.
- The Southern Maryland Library Directors have compiled a list of items they would like to see SMRLA provide. It will be presented at the next Directors Meeting.

Voted to approve the 2017 list of Holidays for the Library with only 11/10/16 being closed for Veteran's Day.

- Reviewed the Weapons Policy sent out via email. (*attached*)

Voted to approve the Weapons Policy as presented with the word “Maryland” placed in front of any instance of carry permits.

- The Library will be forming a Staff Association to hear staff issues and suggestions which will then be presented to the Library Director for final say.
- The Board was updated on the Paid Days off (PTO) policy for part time staff.

Voted to approve the new PTO Policy as presented.

- Still talking with the County on whether or not we can offer health care benefits to part time staff. If we can we will survey staff to see how much interest there is before adding it to the FY2018 budget request.
- Discussed the responses the Payroll System RFP. We have decided to move from ADP to Paychex. They are offering more services for the same price as the current ADP plan we are using.

Voted to approve the move from ADP to Paychex.

- Updates:
 - Two (2) libraries have moved from the FAX24 service to regular fax machines.
 - Key fobs for access to Lexington Park and Charlotte Hall are being installed by the county today.
 - Provided the Board with our emergency closing hotline number.
 - Provided on update on a large grant to get a state-wide eBook app.

Adjourned at 11:45 AM

Next Meeting: December 20, 2016 at the Lexington Park Library.