

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

Meeting Minutes

**Date of Meeting:** November 21, 2017

Carolyn Guy, President, at 9:04 AM, called to order the meeting of the St. Mary's County Board of Library Trustees at the Lexington Park Library.

Members present: Carolyn Guy, President; Jim Hanley, Vice President; Carole Romary; Beth Roth; Sandi Hauenstein

Members excused: Janice Walthour

Staff present: Michael Blackwell, Director; Amy Ford Lexi Manager; Mary Anne Bowman deputy Director; Sue Clifton, Fiscal Assistant

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**Volunteer Recognition** to Barbara Loagantan at Lexington Park, three years of service.

**Hip, Hip, Hurray** awards to Andrea Burgess for facilitating the "Escape Room" teen program; Jen Cavanaugh for excellent customer service in "Ask Us Now" and reference services; Cecelia Thomas for volunteer recruitment and training excellence.

**Voted to** approve the October 2017 meeting minutes as presented.

**Distributed minutes** from October meeting was **approved**.

**President's Report**

**Voted to approve** the Expenditures Approval List (EALs): 10/16/17 - 11/19/17.

**Treasurer's Report; Sandra Hauenstein**

**Distributed report:**

- **Approved** as presented motion to accept by Jim and 2nd by Carol passed.
- **Discussion on** where library donations should be placed in which account, The PNC or Van Guard accounts.
- **Approved** Motion made by Carole and 2<sup>nd</sup> by Jim passed, to put general donations to the library in the Library Board account (PNC) until a determination of where it is designated to go.
- Question and discussion on designated monetary gifts are tax exempt. It was explained that they do not apply to the library because of being a government agency.
- The Vanguard worksheet was reported.

Discussion on minimum wage will go up in July to \$10.10 and the Summer Intern salary should be reflective.

**Motion** to approve by Sandra and 2<sup>nd</sup> by Carole to approve overage for Summer Internship passed.

**Motion** to increase allocations up to \$2000. By Carole and 2<sup>nd</sup> by Beth for the Lindsay Rudolf Internship. Board allocation of \$250. and Children's to \$2750. Passed

**Action items:**

- Audit update and Fund Disposal
- Security issue at Hall for new Enclosure remodel to block public access and block old book return with emergency exit. **Advance Construction proposal** was discussed.
- OPEB- depositing money for Hoopla \$40,000. to expand content
- New cameras for Hall's parking lot and Lexi ST wall walk.
- Where do you want the rest of the budget money to go? OPEB and rainy day fund in the amount of \$95754.

**Motion** by Carole and 2<sup>nd</sup> by Sandra to split \$50,000 to OPEB and the rest in the Rainy Day Fund to allocate \$7850 estimate for remodel at Hall and \$4000. For cameras passed.

- Discussion on changing the job titles within the library circulation assistants for better job description and duties. **Motion** by Jim and 2<sup>nd</sup> by Sandra passed to investigate, research and develop to provide information for titles
- Policy and Procedures Manuel update was conversed outlining the need to provide valid ID for patrons and Lib card issues for the homeless. **Motion** by Sandra and 2<sup>nd</sup> by Beth passed to approve changes as presented.
- **Paychex** leave issue-should be accrued twice monthly and was accrued for two months weekly to full time salaried employees. **Motion** by Sandra and 2<sup>nd</sup> by Beth allowing accrued hours to be given to employees passed.
- Meeting room policy and number of uses. Change in bylaws to take out 26 times per year total. **Motion** by Beth and 2<sup>nd</sup> by Carole to adopt changes outlines as described passed.

**Motion** by Beth and 2<sup>nd</sup> by Carole to change the *monopolize* term to USE. Passed

### **Requests from the County discussion**

County STEP increase and COLA

Tell County to give up the FTE's for FY2019- FTE's at about \$90,000 approximate increase to \$200,000 for an assistant position for Robert as Technology Specialist in order to provide another person to assist him. \$50,000. For materials Fund for digital resources.

### **Director's Report by Michael Blackwell**

Distributed STATS at a Glance

Zinio changed name to RB digital, looks like less but is actually divided by three. Discussion on circulation ups and downs.

Hoopla to \$57000. By FY18- change to 5 times a month instead of 6.

**Motion** by Carol and 2<sup>nd</sup> by Sandra to drop to 5 times a month. Passed

### **Monthly Revenue at a Glance**

- Budget report overview
- Revised bid Schedule for the New Leonardtown Library is on schedule with Bid final by 12/6 and hopefully the groundbreaking in March.
- APP is fully functional. Could hopefully go Live as soon as December. Readers First survey on e-content business models was responded to 205 times, with 180 libraries from Australia into Canada and in the USA. Results will be shared in Publishers Weekly in early December and then via other ways. NISO group son APIs making progress.
- FOL book sale made \$3,500
- Donations from Library Benefit \$10,990.00 A spring benefit is being planned possibly with Greenwell.
- Have not heard from PJ Media
- OPEB Recommendations from Mr. Chadwick
- Patron driven acquisitions, if they want it, they can reserve and the counties will alternate between them to purchase as needed. Starts in July.
- Rotary club to pay for the "Library Boxes"
- The Rotary club is holding an Opioids workshop on 11/29 held at Great Mills H.S. Michael is presenting
- Customer Survey to be discussed next month. Some points score and rates described in the NPS packet with scoring ranges from 100 to -100. Surveys show how much we are liked and discuss what we can do to be better.

**APPROVED DECEMBER 19, 2017**

**Open meeting adjourned at 11:35**

**Next Meeting December 19, 2017 at Leonardtown**