BOARD OF LIBRARY TRUSTEES
ST. MARY’S COUNTY LIBRARY
Meeting Minutes November 20, 2018
Carolyn Guy, President, at 9:05 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; Sandi Hauenstein, Treasurer; Michael Dunn; Beth Roth; and Tressa Setlak
Members excused: Janice Walthour and Jim Hanley
Staff present: Mary Anne Bowman, Deputy Director; Phyllis Krasnokutsky, Administrative Assistant; Emma Rawlinson, Lexington Park Library Associate; Jill Hutchison, Youth Services Coordinator; Amy Ford, Lexington Park Branch Manager.

- **Hip Hip Hoorays** were presented to Emma Rawlinson for going the extra mile with programming during staff turnovers.
- **Celebrated** Jill Hutchison and Amy Ford’s 15 years with the Library.
- **Voted to** approve the October 2018 meeting minutes as presented
- **President’s Report presented**
  - Voted to approve the Expenditures Approval List (EALs): October 15 – November 18, 2018
- **Treasurer’s Report**
  - Distributed November 2018 Treasurer’s Reports *(attached).*
- **SMRLA Report**
  - Discussed going forward with a Tri-County Strategic Plan.
  - Approved freeing up $250,000 from Reserves. It usage is under discussion.
  - Setting up a meeting between SMRLA and St. Mary’s County on what part of building maintenance they are liable for.

**Director’s Report by Michael Blackwell**

- **Informational**
  - Discussed and distributed Business Statistics for October of FY2019.
  - Foundation’s Capital Campaign is under way. They have raised about $8,000.00 so far. They are looking into a possible family friendly fundraiser.
  - The FOL has agreed to fund two (2) additional summer interns for 2019.
  - Rain delays are still effecting construction of the New Leonardtown Library. Grimm & Parker will do the furniture purchasing for the library. Hoping to have additional funding either from the County or from the Foundation.
  - SimplyE has a new vendor and audiobooks are now available on the app.
  - Calvert County Library will be asking their Commissioners to go fine free. This could cause problems with SMRLA funding the credit card machines for the self-checkouts.
  - All job descriptions are being revised. Staff will see them and then there will be a branch meeting to discuss as well as individual meetings with various staff.
Thoughts for the FY2020 Budget Request are the 2.5 FTEs needed for the New Leonardtown Library, an increase in the Substitute budget; creating another full time Computer Assistant Position; and a Step and/or COLA for staff.

- **Discussions**
  - Decided to hold an evening Board Meeting on January 26, 2019 at 6 PM. It will be a State of the Library meeting held at the Lexington Park Library.

- **Approvals**
  - **VOTED to** approve revised sections of the Personnel Manual; the Safe & Secure Manual; and Meeting Room Fees Policy. *(Attached)*

Meeting went into Executive Session at 10:50 AM – 11:36 AM to discuss organization survey of library staff.

Next Meeting: December 18, at the Leonardtown Library.