

**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.

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- **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. Its 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.
  - Audit of FY2018 is still underway. Needed a revised OPEB Actuarial for FY2018.
  - 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.**