

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

Meeting Minutes

Date of Meeting: October 18 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 Charlotte Hall Library.

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

Members excused: Carole Romary;

Staff present: Michael Blackwell, Director; Mary Anne Bowman, Deputy Director; Phyllis Krasnokutsky, Administrative Assistant; Catherine DiCristofaro, Charlotte Hall Branch Manager; and Samantha Hall, Lexington Park Library Associate.

Presented Hip Hip Hooray presented to Samantha Hall for her outstanding Outreach work over the summer with Lunch and Read.

Voted to approve the September 20, 2016 meeting minutes as presented.

President's Report

Voted to approve the Expenditures Approval List (EALs): 09/18/16 through 10/16/16.

Treasurer's Report

- Distributed the October 2016 Treasurer's Report (attached)

Director's Report by Michael Blackwell

- Distributed: approved August 2016 minutes; FY2017 October business and statistic reports. *(Attached)*
- Updated the Board on the Friends of the Library tax status, our accounting of their donations, the autumn book sale and their willingness to sell the cookbooks.
- Provided an update on applications for the open Board Position.
- Staff will be meeting with the architects on 10/23/16 to review interior designs for the new Leonardtown Library.
- Audit is almost done and we have a good report.
- Mr. Blackwell attended a state meeting from the Attorney General's office regarding opinions on the roles of Library Boards, Library Directors and County Commissioners.
- Discussed the need for a Weapons Policy for the library. It was suggested that we adopt the one in use by Anne Arundel County. The board will review this text and confirm a policy at the next meeting.
- Bob Kelly from St. Mary's County has obtained a grant to provide the Lexington Park and Charlotte Hall Libraries with keycards for access to buildings. Leonardtown will have in the new building. There is no cost to the Library. He also suggested that the county provide VOIP phones and switches for these branches which will also increase the Library's bandwidth. This will make them county property but the Library will again not have to pay for anything.

Voted to proceed with the options presented by Bob Kelly.

- Reviewed and discussed the results of the recent Organizational Climate Survey. 49 Staff responded. Will look at doing this every two (2) years.
- Updates:
 - Investigating working with the Lion's Club to provide programs for our customers.
 - MOMs Club would like to put up a Little Pantry at the Lexington Park Library. They would create and maintain it with no work from staff.
 - We will need a budget amendment to support an employee's choice to go from Individual to Family health insurance.
 - A Staff Charity Event – Jeans or Costumes will be held during the week of October 24, 2016. Staff will make donations to the Three Oaks Center; Friends of the Library or the Charlotte Hall Veteran's Home.

At 11:20 AM the Board went into Executive Session with the Library Director

At 11:41 AM the Board went into Executive Session without any staff.

Adjourned at 11:55 AM

Next Meeting: November 17, 2016 at the Leonardtown Library.