

BOARD OF LIBRARY TRUSTEES

ST. MARY'S COUNTY LIBRARY

Meeting Minutes

Date of Meeting: October 16, 2017

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; Beth Roth, Carole Romary; Janice Walthour; Jim Hanley, Vice President and Sandi Haustein: Treasurer.

Members excused: None

Staff present: Michael Blackwell, Director; Mary Anne Bowman, Deputy Director; Phyllis Krasnokutsky, Administrative Assistant; Mary Lee Russell, Leonardtown Branch Manager; Amy Ford, Lexington Park Branch Manager, Kathy Faubion, Charlotte Hall Branch Manager; Tess Goldwasser, Charlotte Hall Library Associate; Jenell Steis, Charlotte Hall Circulation Assistant; and Jeanette Edward, Charlotte Hall Volunteer Coordinator;

Guests: Lisa Brown, Murphy & Murphy, CPA LLC

Recognized Charlotte Hall Volunteers to thank them for their service.

Hip Hip Hooray presented to Jeanette Edward for her work coordinating the Volunteers at Charlotte Hall.

Recognized the 10 year anniversary of Tess Goldwasser and the 5 year anniversary of Jenell Steis.

VOTED TO approve the September 19, 2017 meeting minutes.

President's Report

VOTED TO approve the Expenditures Approval List (EALs): 09/17/2017 through 10/15/2017.

Treasurer's Report

- Distributed the October 2017 Treasurer's Report (*attached*)

Lisa Brown of Murphy & Murphy reported on the FY2017 Audit for the Library.

SMRLA Report

- Reviewed the SMRLA FY17 Audit. Sharon Marshall will provide a report to the SMRLA Board on the reserve amounts and what they are slated to be used for.

Director's Report by Michael Blackwell

Informational

- Distributed: approved FY2017 September business and statistic reports and FY2018 Budget Report. (*Attached*)
- Due to time constraints the Simple E app was not discussed or demonstrated.
- Discussed the process for Board members to review applications for open board positions. There would not be any staff vetting of the applications.
- Foundation fundraiser for 11/3/17 is going well and the IRS has received their 501c3 application.
- Updated the results of the Security Audit conducted at Charlotte Hall and what would need to be done.

VOTED TO purchase additional cameras for the Charlotte Hall Library.

- Provided an update on the Citizens for Maryland Libraries meeting attended by Beth Roth and Michael Blackwell.
- Reviewed possible changes to the New Leonardtown Library based on a cost estimate provided by the Architect. Right now it is scheduled to go to bid by 11/9/17 and contract awarded on 12/5/2017.

Action Items:

- Presented revised Behavior Rules to include no sleeping, no overnight parking and no unauthorized or improper use of library facilities or property.

VOTED TO accept the revised Behavior Rules as presented.

- The Charlotte Hall Moms Club has requested to place a Little Free Pantry at the Charlotte Hall Library. They are working with a Boy Scout to make this his Eagle Scout Project.

VOTED TO approve a Little Free Pantry at Charlotte Hall.

- Lexington Park Library has been approached by a customer to donate the funds for a tree and plaque in memory of a family member who was a big library user.

VOTED TO approve this donation at a minimum of \$1,500.00 and to develop guidelines for all memorials on/in Libraries going forward.

- The St. Mary's County Museum Board would like to sell *300 Years of Black Cooking*, and 2 other books owned by the Library in their gift shops, etc. They would split the profits 50/50 with the library. They would also like to create Little Free Libraries at their various locations.

VOTED TO work with the Museum Board on selling books and Little Free Libraries.

- Presented revised Holiday list for 2018. Basically now making Columbus Day a closed day, opening on Good Friday but keep as a floating holiday and remove Lincoln's Birthday as a floating holiday. No additional days were add to the over schedule just some changes.

VOTED TO accept the revised holidays for 2018.

- The Board was made aware of a customer complaint about the book called *Cherry*. However the customer has not completed our Material Reconsideration form.

Adjourned at 11:15 AM

Next Meeting: November 21, 2017 at the Lexington Park Library