

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

Meeting Minutes October 16 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 Charlotte Hall Library.

Members present: Carolyn Guy, President; Jim Hanley, Vice President; Sandi Hauenstein, Treasurer; Michael Dunn; Beth Roth; and Janice Walthour

Members excused: Tressa Setlak

Staff present: Mary Anne Bowman, Deputy Director; Phyllis Krasnokutsky, Administrative Assistant; Tess Goldwasser, Charlotte Hall Assistant Branch Manager; Kati Kolenda, Charlotte Hall Library Associate; Jenell Steis, Charlotte Hall Circulation Assistant; and Amy Kirchofer, Charlotte Hall Assistant Branch Manager.

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- **Hip Hip Hoorays** were presented to Kati Kolenda and Jenell Steis for their work on Youth Services programs.
 - **Celebrated** Mary Anne Bowman on 20 years with the Library.
 - **Celebrated** Amy Kirchofer on 10 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): September 17 – October 14, 2018
 - **Treasurer's Report**
 - Distributed October 2018 Treasurer's Reports (*attached*).
 - **SMRLA Report**
 - Meeting focused on the Audit for FY2018.
 - November meeting will discuss use of fund balance.

Director's Report by Michael Blackwell

- **Informational**
 - Discussed and distributed Business Statistics for the first quarter of FY2019.
 - Hoopla access to titles costing \$3.99 or greater have been removed due to budget constraints.
 - Reviewed FY2016 State Library Statistics
 - New Leonardtown Library is proceeding as weather permits. Met with Office on Aging to discuss meeting room and lab use when the building opens.
 - FOL Fall Book Sale is October 28, 2018. We have requested that they provide funding for an additional Summer Intern.
 - Fall Foundation fundraiser went well. A Capital Campaign has begun with mailing 1500 letters and raising \$1,800.00 so far.
 - SimplyE update- new vendor starts soon.
 - Provided update on 2019 ALA Conference to be held in Washington DC, June 30-25.
 - SMRLA has submitted a grant for a tri-county strategic plan.
 - FY2018 Audit is still underway.

- Purchased needle disposal kits for staff use only. Finding used needles in parking lots at some branches. Not for use by the public.

- ***Discussions***

- The Community Center is looking for volunteers for their Steering Committee.
- Discussed various types of eBook licenses being offered to Libraries from Publishers.
- Existing Meeting Room Policies were reviewed. Provided the Board with a handout from ALA on Best Practices for Meeting Room use. The Board requested that the text on Prohibited uses be bolded and that they be made aware of any controversial uses of our meeting rooms when possible.
- Discussed Calvert and Charles County Libraries going fine free in January 2019 and how that could affect our revenues.

Meeting adjourned at 11:30 AM

Next Meeting: November 20 2018 at the Lexington Park Library.