

**Board of Library Trustees (Monday, October 19, 2020)****Members present**

Carolyn Guy, James Hanley, Tressa Setlak, Carolyn Roth, Sandra Hauenstein, Janice Walthour, Michael Dunn

**Meeting called to order at 10:01 AM**

- Establish a Quorum
  
- President's Report
  - Voted to accept the minutes of the September 2020 meeting
- Treasurers' Report
  - Presentation of October 2020 Treasurer's Report Review and Approve 2021 Dividend Expenditures - Not earning as much as the share price keeps dropping. Discussed 2021 dividend expenditures because of reduced dividends. Jim Hanley recommended we not fund the intern in summer 2021 due to the virus and use the funds to the children's program.
  - Voted to accept the Treasurers' report as presents.
  - Voted to table where to spend CY2020 Dividends.
- SMRLA Report
  - Completed their audit and they are in a good financial position.
  - New CEO starts on 10/26/20. The Board will be spending their next few months getting the new CEO up and running.
- Director's Report - Informational
  - Introduced AM Dillon who is the new branch manager at Charlotte Hall.
  - Hip Hip Hoorays for many Lexi staff that have been helping out at Charlotte Hall.
  - Carla Werme's 10 year anniversary.
  - Budget and Quarterly Statistics - We are well within budget lines. However our revenue is very much down. Digital circulation was up 42% over last year at this time. We are still leading the tri-county area in circulation statistics even with the virus limitations.
  - This Thursday at Leonardtown Rotary will have guest speakers about the new Community Corrections center. Michael will send out a Zoom link to board members.
  - Public Survey of Maryland Library users - results were emailed to the board. Some of the results were shared at the meeting. Beth Roth brought up the lack of Audio books in the library. We do have them digitally instead of physical cd books. Because of the expense to maintain and purchase books on CD.
  - FOL and Foundation Updates - FOL is starting to take donations again, they are limited hours and amounts. Hoping to have a spring book sale. They also have their own online bookstore. Foundation has sent out a new fundraising letter last week.
  - Health Department CARES Grant assistance - The Health Dept offered to help with the expenses of PPE and HEPA air filters for the libraries.
  - Operational Changes as of 10/19/2020- We will now allow the public to be in the building for up to 2 hours. However our hours are not changing. This will allow more computer time for the public. We are opening the small study rooms at Leon and Lexi. There are some rules for their use. We are providing cleaning supplies to users who need to clean the rooms themselves. Implementing use of an app that allows for self checkout of materials on personal phones or tablets. Possible next steps—VERY tentative Based on latest reports from the County Health dept we will be status quo for quite some time. We may try some outdoor programming when the weather gets better.
  - OPEB Account - Recent Actuarial report was forwarded to the board. For FY2022 we should have 1.2 million in plan assets. We need to be adding more funding to this account but getting there is going to be difficult.
  - The auditors are telling us that we may not have a budget surplus this year basically due to spending of FOL funds. But we will know better once we see the audit.
  - Partner Programming: Community Conversations on Race - NAACP, UCAC and Sotterly we are doing great programming.
  - SimplyE update - The state has been funding this for 4 years. Some state libraries have deployed this application.
- Director's Report - Action Items
  - Board recognition of Marylee Russell—possibilities for the board to honor her service to the library. Suggest they rename the MD room in the new Leonardtown Library.
  - VOTED in recognition of Mary Lee Russell's Service we rename the Mary Land Room the Mary Lee Russell Room at the Leonard town Library
  - Update of Personnel Manual 8.1. Resignations - postponed to the November meeting.
- Next Meeting
  - Monday, November 16, 2020

