

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

Meeting Minutes

Date of Meeting: September 19, 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; Lynn Newkirk, Treasurer; Beth Roth; Janice Walthour; Jim Hanley, Vice President and Sandi Haustein

Members excused: Carole Romary

Staff present: Michael Blackwell, Director; Mary Anne Bowman, Deputy Director; Phyllis Krasnokutsky, Administrative Assistant; Mary Lee Russell, Leonardtown Branch Manager. Christina Gass, Charlotte Hall Circulation Assistant; Daniel Quispehuaman, Lexington Park Security Associate; Darlene McCoy, Lexington Park Circulation Assistant; Andrew Hackney, Leonardtown Circulation Assistant and Karen Ogletree, Leonardtown Volunteer Coordinator.

Public: Bridget Lawrence

Recognized Leonardtown Volunteers to thank them for their service.

Hip Hip Hooray presented to Karen Ogletree for her work coordinating the Volunteers at Leonardtown.

Hip Hip Hooray presented to the Library's Safety Team, Lois Coryell; Andrew Hackney; Darlene McCoy; Daniel Quispehuaman and Christina Gass; for their work on revamping the *Safe and Secure* Manual.

Recognized the 15 year anniversary of Christina Gass and the 45 year anniversary of Mary Lee Russell.

VOTED TO approve the August 15, 2017 meeting minutes.

Ms. Bridget Lawrence asked to speak to the Board regarding the now cancelled Words on Wheels (WOW) program. She represented the county's day care providers in offering help to the library to get the funding it needs to bring back this or a similar program.

Recognized Lynn Newkirk for her years on the Board. Lynn has resigned for personal reasons.

President's Report

VOTED TO approve the Expenditures Approval List (EALs): 08/17/2017 through 9/17/2017.

Treasurer's Report

- Sandy Haustein has agreed to take Lynn's place as Board Treasurer.
- Distributed the September 2017 Treasurer's Report (*attached*)

SMRLA Report

- There was not SMRLA meeting in September.
- Michael Blackwell provided some highlights from the SMRLA Director's Meeting.

Director's Report by Michael Blackwell

Informational

- The Director opened with a brief update on a security incident at the Charlotte Hall Library on 9/18/17.

- Distributed: approved FY2017 August business and statistic reports and FY2018 Budget Report. *(Attached)*
- The new Leonardtown Library design is complete; the bid package is done and awaiting a building permit from the Town of Leonardtown before it can be released.
- The Simply E grant has been renewed for \$97,000.00. St. Mary's will have a trial version in about 1 week.
- Board members were sent a link to test out the customer survey. All data will be removed from the test as of 10/2/17 when it goes out to customers. Staff should not participate in the survey.
- The Director updated the Board on our State Grant Requests. Apparently we need to have matching funds for a facility study which we do not have. However it looks like the Tri-County grant for hotspots will come through.
- Reviewed FY2017 Noteworthy Accomplishments in brief since many had been communicated to the Library Board in the Director's monthly emails.
- Reviewed the FY2018 Tactical plan.
- We have received an update on our OPEB Trust Fund from the Actuarial Firm. Right now we are okay but we are not overfunded as has been stated in the past.

Action Items:

- With Lynn Newkirk's resignation there are now two (2) open board positions. The Director will check with the County to see if we can use the new Applicant Tracking software to advertise for the openings. If approved, Carolyn Guy and Jim Hanley will come up with the filtering questions for the system. Reviewed questions for Board Applicants and agreed to interview after the October 2017 Board Meeting.
- The Director briefed the Board on a program in partnership with the County Health Department on the Opioid Crisis.
- Requested reimbursement for the Rudolph Summer Intern's Salary in 2017.

VOTED TO reimburse the Library for the cost of the Lindsey Rudolph Summer Intern.

- Final revised Performance Assessment Process was presented to the Board.
- Moving forward with the Foundation Fundraiser on 11/3/17 at Tudor Hall. Since the Foundation is not yet a 501C3 organization the Library will need to obtain the liquor license.

VOTED TO sponsor the liquor license for the 11/3/17 foundation fundraiser pending confirmation of E&O/D&O insurance coverage for the Library.

- A county citizen has requested that we redact his name from an Enterprise Article that we have posted in our newspaper archives. There was much discussion about this issue.

VOTED to remove the citizen's name from our posted copy of the newspaper with a 3 for, 2 against and 1 abstention.

Adjourned at 12:05 PM

Next Meeting: October 16, 2017 at the Charlotte Hall Library.