

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

Meeting Minutes

Date of Meeting: September 18, 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 Leonardtown Library.

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

Members excused: Janice Walthour

Staff present: Mary Anne Bowman, Deputy Director; and Phyllis Krasnokutsky, Administrative Assistant.

Guests: Dr. Meena Brewster, St. Mary's County Health Officer

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- **Voted to** approve the September 2018 meeting minutes with minor correction as presented
 - **President's Report presented**
 - **Voted to approve** the Expenditures Approval List (EALs): August 20 – September 19, 2018
 - **Treasurer's Report**
 - Distributed September 2018 Treasurer's Reports (*attached*).
 - **SMRLA Report**
 - Proposing changes to Bylaws to allow for a Quorum vs. Members from each county.
 - Discussed OPEB Funds management
 - Looking at changing SMRLA's functions going forward with a Strategic plan.

Director's Report by Mary Anne Bowman

- **Informational**
 - HARM Presentation by Meena Brewster, St. Mary's County Health Officer
 - Distributed FY2018 Year to Date Business Statistics.
 - Provided an update on asking Political Candidates to meet with the Board.
 - Provided an update on the New Leonardtown Library Building.
 - Provided an update on FOL School Book Sale and future Foundation events.
 - Provided an update on the SimplyE grant program.
 - The issue with MD State Withholding Taxes has been resolved.
 - Summer Reading has better participation this year.
 - Distributed samples of revised position descriptions. Most have slight name changes and special skills added so that the jobs match what the employees are actually doing.
 - Advised the Board that Charles and Calvert County Libraries are looking to go Fine Free in the very near future and how this could hurt our revenue stream.
 - Provided an overview of the ALA Annual Conference to be held in Washington DC this year.
 - SMRLA Tech Project to be RFID. It is wanted by all three counties.

- **Action**

- The Initial HARM Reduction Event at the Lexington Park Library was objected to by the Board. Staff are to ask the SMC Health Department to find another location for the event.
- The Board provided feedback on questions to be used for the Organizational Climate Survey. They requested the we only use three categories – Agree, Neutral, Disagree.

Voted to proceed with the survey questions as discussed.

Meeting adjourned at 11:45 AM

Next Meeting: September 18, 2018 at the Leonardtown Library.