

BOARD OF LIBRARY TRUSTEES

ST. MARY'S COUNTY LIBRARY

Meeting Minutes

Date of Meeting: September 20, 2016

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; Jim Hanley, Vice President; Lynn Newkirk, Treasurer; Beth Roth; Carole Romary; Janice Walthour; Joan Springer

Members excused:

Staff present: Michael Blackwell, Director; Mary Anne Bowman, Deputy Director; Phyllis Krasnokutsky, Administrative Assistant; Elizabeth Davis, Leonardtown Library Associate I; Susan Clifton, Leonardtown Circulation Assistant III; Deborah Haviland, Lexington Park Public Technology Assistant; Jill Hutchison, Youth Services Coordinator; Mary Lee Russell, Leonardtown Branch Manager; Alesha Verdict, Charlotte Hall Assistant Branch Manager; and Robert Palmer, Technical Services Coordinator.

Presented Hip Hip Hooray Certificates to the following staff:

- Deborah Haviland for her outstanding IT support at the Lexington Park Library
- Susan Clifton for her outstanding work as the Financial Substitute

Presented Alesha Verdict with her 25 year Longevity Award and Pin.

Voted to approve the August 16, 2016 meeting minutes as presented.

President's Report

Voted to approve the Expenditures Approval List (EALs): 8/15/16 through 9/18/16.

Treasurer's Report

- Distributed the September 2016 Treasurer's Report (attached)

Southern Maryland Library Association (SMRLA) Report - Jim Hanley

- No actual meeting of the Board.
- Jim Hanley did meet with Sharan Marshal and another Board member to discuss Evaluation Criteria. He hopes to have the Library Director's attend the December Board Meeting.

Director's Report by Michael Blackwell

- Distributed: approved July 2016 minutes; FY2017 September business and statistic reports. (*Attached*)
- Reported to the Board on Staff Turnover for FY2016.
- Requested that any additional changes to the Organizational Climate Survey be emailed to him.
- Explained that FAX24 Service was not really saving any staff time and that as a branch uses all their FAX24 cards they will get a normal fax machine and we charge \$1.00 per page to fax.

Voted to approve the Public Faxing Policy and Pricing.

- Requested a check from the Board for \$1323.00 to reimburse the Library for the Rudolph Summer Intern Costs.

- Requested the remaining balance of the Gates Technology Grant funds for IT purchases.

Voted to spend the remaining \$9,320.00 of the Gates Technology Grant Funds for IT purchases.

- Reviewed and discussed minor changes to the Customer Service Manual Update. The manual was updated to reflect various policies the Board has adopted over that past 2-3 years.

Voted to accept the updated Customer Service Manual.

- Distributed and discussed questions to be used for upcoming Board of Trustees Interviews. Interviews will be begin at 1 PM following the Board's November meeting.
- Presented the Board with a Budget Amendment to move funds from Lexington Park to Administration for the new Youth Services Coordinator position.

Voted to approve the Budget Amendment as presented.

At 10:55 AM the Board went into Executive Session

Meeting resumed at 11:20 AM

- Updates: Various updates were provided to the Board.

Adjourned at 11:30 AM

Next Meeting: October 18, 2016 at the Charlotte Hall Library.