

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

Meeting Minutes

Date of Meeting: December 15, 2009

Alan Dillingham, President, called to order at 8:58 AM the meeting of the St. Mary's County Board of Library Trustees at the Leonardtown Library.

Members present: Alan Dillingham, President; Everlyn Holland, Carole Romary, Joan Springer, Treasurer; Jan Briscoe, Vice-President; Dan Burris, Joseph Bush.

Members Excused:

Staff present: Kathleen Reif, Director; Phyllis Krasnokutsky, Administrative Assistant; Mary Lee Russell, Leonardtown Branch Manager; Marilyn Lash, Publicity Specialist; Sara Stephenson, Lexington Park Library Associate; J. Aryana Hurley, Lexington Park Library Associate; Anne Alvey, Leonardtown Circulation Supervisor; Jeanette Edward, Charlotte Hall Library Associate.

Visitors: Delegate John Wood

Voted to accept the minutes of the November 17, 2009 meeting as presented.

A Hip Hip Hooray Certificate was presented to Aryana Hurley for the completion of her LATI project.

The Roving Team gave a presentation on this new service and how it was progressing.

President's Report by Alan Dillingham

- Announced that board member, Joseph Bush, was relocating to Virginia and would be resigning from the Library Board effective after the February 2010 meeting.
- Thanked all members for their support during the various meetings with the state elected officials to talk about the need for a new library.
- Fundraising letters for the Lindsey Paul Rudolph Fund have been mailed.
- Invited all members to attend this evening's Board of County Commissioners Open Public Forum to show their support for a new library.

Treasurer's Report by Joan Springer

- Distributed Treasurer's Report for December 2009.
- Distributed the Finance Committee's recommendations on spending the 2009 Vanguard dividend interest.

Voted to approve the recommended expenditures for a total of \$4,500 as stated in the Finance Committee Memo.

Voted to use the current funds in the Friends of the Library "Lindsey Fund" to open a new Vanguard Account for the Lindsey Paul Rudolph project.

Southern Maryland Library Association (SMRLA) Report by Alan Dillingham.

- The consultant hired to review the cart delivery system is having a difficult time trying to make this work due to space issues at various branches. Ms. Reif has requested again that SMRLA consider providing Saturday delivery service in FY 2011.

Director's Report by Kathleen Reif

- Distributed approved minutes for September 2009 and October 2009.
- Distributed copies of Friends of the Library (FOL) Membership Renewal and January Brunch forms.
- The FOL Mini-Book Sale in December made \$1,300 in 4 hours.
- The Library Café dishwasher has been repaired and is working as it should.
- Library Staff contributed \$5,125 in donations during our 2010 United Way Campaign.
- Staff Accolades: for the 2nd year, Jill Hutchison of the Leonardtown Library has designed the Summer Baby Game Board that will be used state-wide; Youth Coordinator Janis Cooker has been invited to participate in the MLA Conference program.
- Distributed: monthly business reports and budget statement; a report on FY09 circulation for all 10 branches of the three So. MD counties which shows that Lexington Park is #1, Leonardtown is #2 and Charlotte Hall is #5!
- Distributed and discussed priorities for the FY2011 Budget and important budget dates.
- New Library Update: we received 25 responses to the Architectural RFQ/P and the evaluation team is in the process of reviewing them. The evaluation team is DPW Director George Erichsen, DPW staff member Gary Whipple, and Library Director Kathleen Reif.
- Distributed a copy of the usage graphs that were provided during meetings with the State Legislators.
- Instead of mailing overdue notices at 21 days, the SIRSI SVA system will now make phone calls. Due to confidentiality issues, the telephone message will NOT include the titles of the items. This will only apply to customers who have not provided email addresses. An overdue notice will still be mailed if the item is 45 days overdue.
- We will survey our customers on whether we should add Blu-Ray DVDs to our collection. Any purchases of such DVDs will be out of existing DVD budgets.

Unfinished Business

- The Board Nominating Committee presented the 2010 slate of Board Officers:
 - Alan Dillingham, President
 - Joan Springer, Vice President
 - Carole Romary, Treasurer

Voting will take place at the January 2010 Board meeting.

Voted to accept the slates of candidates as presented.

Delegate John Wood arrived to meet with the Board.

New Business

- Distributed copies of a revised Meeting Room policy for review and discussion at January 2010 meeting.

Meeting adjourned at 12:15 pm.

Next Meeting: January 19, 2010 at the Leonardtown Library.