

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

Meeting Minutes

*Date of Meeting:* July 21, 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 Charlotte Hall Library.

Members present: Alan Dillingham, President; Everlyn Holland, Carole Romary, Joseph Bush, Joan Springer, Treasurer

Members Excused: Jan Briscoe, Vice-President; Dan Burris

Staff present: Kathleen Reif, Director; Phyllis Krasnokutsky, Administrative Assistant; Janis Cooker, Youth Coordinator

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**Presented Hip Hip Hooray Certificate to Janis Cooker** for her leadership as Chair of the Maryland Blue Crab Young Reader Award for 2009.

**Voted to** accept the minutes of the June 16, 2009 meeting as presented.

**President's Report by Alan Dillingham**

- Combined SMRLA report with his President's report. He will meet with SMRLA staff to understand its financial reporting process.

**Treasurer's Report by Joan Springer**

- Distributed Treasurer's Report for July 2009.
- Distributed Appreciation Certificates to all Board Members for their successful Technology Fundraising efforts....they reached the goal, having raised \$30,100 in 18 months.

**Voted to** pay \$300 which is 1/2 of the \$600 sustaining membership fee for the Citizens for Maryland Libraries (CML). The Friends of the Library pays the other half.

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

No meeting in July.

**Director's Report by Kathleen Reif**

- July 28 is the meeting of the school and the Attorney General's office on an internet safety program called CLICKS. The Library will be sending several staff members.
- The Library will co-sponsor the National History Day Reception with the St. Mary's Historical Society at the Charlotte Hall Library on September 3, 2009.
- Ms. Reif has been appointed by Governor O'Malley to the Maryland Advisory Council on Early Childhood Education & Care.
- Distributed: approved May minutes; End of Year (EOY) FY09 business reports: budget, business levels, revenue; EOY FY09 Budget Amendment.

**Voted to** accept the FY2009 EOY Budget Amendment with minor changes to the justification language.

- Distributed FY2010 Approved Budget Statement.

**Voted to** accept the FY2010 Budget as presented.

- Distributed the FY2010 Budget Amendment to reduce amounts allotted to utilities based on FY2009 costs.

**Voted to** accept the FY2010 Budget Amendment as presented.

**Voted to** accept Murphy & Murphy CPA, LLC as the Library's Auditors for FY2009.

- **Distributed** FY2009 Library Director's Report.
- The new Leonardtown Library Request for Proposal has not been issued by the County Procurement Office. Alan Dillingham has been in contact with County Administrator John Savich on when it will be released. Mr. Savich said it would be released by the end of July 2009.
- **Staff Updates:** Chad Jones, Charlotte Hall Children's Librarian, has resigned. Catherine DiCristafaro, Lexington Park Children's Librarian, will transfer to Charlotte Hall on August 24, 2009. New Library Associate will be hired for Lexington Park to replace Catherine. Amanda Ellington has been hired to replace Sue Gibbs as the Lexington Park Children's Librarian Supervisor.

#### **New Business**

- Distributed Tuition Reimbursement Policy and procedures. After discussion, the board decided to move #3 to #2 and reword as follows: "Reimbursement will be 75% of tuition and fees charged by the educational organization."

**Voted to** approve the Educational Policy, Guidelines and Criteria, as amended, and the accompanying revision of section 6.16 in the St. Mary's County Library's Personnel Manual.

- Distributed memo to the St. Mary's County Land Use & Growth Management Department regarding a change to the Draft Comprehensive Plan. The Board approved the suggested change in the memo.
- Distributed a draft of the Lindsey Paul Rudolph Literacy Project.

**Voted to** accept the description of the project and funding plan, with instructions to create a Memorandum of Understanding (MOU) to be reviewed by legal counsel.

- Discussed enforcement of the Rent section of the contract with The Library Café at Lexington Park Library. Ms. Reif was instructed to create a memo and invoice to collect 2% of their net income from 2008, as specified in the contract which was signed in May 2007.

Meeting adjourned at 11:10 AM

**Next Meeting:** September 15, 2009 at the Leonardtown Library.