

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

Meeting Minutes

Date of Meeting: September 15, 2009

Alan Dillingham, President, called to order at 9 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

Members Excused: Joseph Bush

Staff present: Kathleen Reif, Director; Phyllis Krasnokutsky, Administrative Assistant

Voted to accept the minutes of the July 21, 2009 meeting as presented. There was no meeting in August 2009.

President's Report by Alan Dillingham

- Welcomed everyone back after the August break.

Treasurer's Report by Joan Springer

- Distributed Treasurer's Report for September 2009. Corrected savings total to read \$1,292.85. PNC Bank charged administrative fees to our checking account. Joan will check to see if this is an error. If not, she will inquire about the fees at other banks or transfer funds from Vanguard to keep the checking at the required minimum to avoid any fees.
- Received 2008 rent payment from the Library Café in the amount of \$350. This will be deposited into PNC for transfer into the Vanguard account.

Southern Maryland Library Association (SMRLA) Report by Alan Dillingham

- A new IT position has been approved at SMRLA.
- Joan Springer and Carole Romary were thanked for attending the SMRLA's 50th Anniversary party at the Blue Crabs Game.

Director's Report by Kathleen Reif

- Discussed the One Maryland One Book joint program with Historic Sotterley scheduled for October 25. The book being read is *Song Yet Sung* by James McBride.
- Distributed thank you notes from Sue Gibbs and Janis Cooker and various newspaper articles; announced that staff will again participate in the Passionately Pink for the Cure fundraising event.
- Distributed monthly business reports and approved June 2009 meeting minutes.
- FY2009 audit is proceeding on schedule and we should have a copy presented by Murphy & Murphy at the October meeting.
- Distributed the Optimistic Realism Strategic Plan (OR10) and discussed the staff's Annual Strategic Planning Retreat which was held at Tudor Hall on August 14.

Voted to accept the Optimistic Realism Strategic Plan for FY2010.

- Update on the New Leonardtown Library's design work RFQ/P and pre-bid meeting on August 27. Distributed copies of the RFQ/P. Amendment will be sent from the County Procurement Office, as a result of the pre-bid meeting. Showed a photo slideshow from the various road trips taken by staff to other libraries. A separate webpage address was provided to the board if they wish to revisit these pictures: <http://www.stmalib.org/leoncap.html>
- Distributed and discussed a revision to the Solicitation Policy.

Voted to revise the existing Solicitation Policy to add the following sentence at the end: "Other exceptions to this policy must be submitted to the Branch Manager to be approved by the Library Director. Approval is at the sole discretion of the Library Director."

- Ms. Reif requested that each library be closed on a Friday from 9 AM to 1 PM for in-branch staff training. The dates for each branch are: Nov. 13 for Lexington Park; Nov. 20, Charlotte Hall; Dec. 4, Leonardtown.

Voted to close the libraries for staff training, from 9AM to 1PM, on the following dates: Nov. 13, Lexington Park; Nov. 20, Charlotte Hall; Dec. 4, Leonardtown.

- Ms. Reif requested that the library be closed on the Saturday and Sunday following Christmas in 2009 since the holiday falls on a Thursday and Friday.

Voted to close the Library on Dec 24 through Dec 27, 2009 for the Christmas Holiday.

- **Distributed** and discussed the Lindsey Paul Rudolph Memorandum of Understanding (MOU). Dr. & Mr. Glidden will match the first \$5,000 in donations. To date about \$3,876 has been raised. Concerns were raised about whether we could hire a 16 year old students on a contract basis. Ms. Reif will check with the County HR office to determine the best way to make this happen.

Voted to adopt the Lindsey Paul Rudolph Memorandum of Understanding (MOU), as amended.

- **Staff Updates:** Melissa Racine will replace Catherine DiCristofaro as a Children's/Teen Librarian at Lexington Park. The total MLS support requests for FY 2010 will cost \$4,000 from the library's operating budget and \$2,500 from SMRLA.

New Business

- Ms. Reif reviewed dates for various upcoming events.
- There will be a tour conducted of the Evergreen Elementary School on Oct. 1 from 9 to 11 AM.

Meeting adjourned at 11:25 AM to attend the Chamber of Commerce's annual State of the County Luncheon

Next Meeting: October 20, 2009 at the Lexington Park Library.