

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

Meeting Minutes

Date of Meeting: July 16, 2013

Joan Springer, President, called to order at 9:00 AM the meeting of the St. Mary's County Board of Library Trustees at the Leonardtown Library.

Members present: Joan Springer, President; Alan Dillingham, Vice-President; Carole Romary, Treasurer; Jim Hanley, Janice Walthour, and Lynn Newkirk

Members excused: Carolyn Guy

Staff present: Kathleen Reif, Director; Phyllis Krasnokutsky, Administrative Assistant; Kathy Faubion, Library Associate, Leonardtown Library.

HIP HIP HOORAY was presented to **Kathy Faubion** for completion of the LATI program.

Voted to accept minutes of the June 18, 2013 meeting as presented.

President's Report by Joan Springer

- Distributed a thank you card for the Board's donation in honor of Kathleen's father.

Voted to approve the Expenditure Approval Lists (EALs): 06/21/13 and 07/05/13.

Treasurer's Report

- Distributed the July Treasurer's Report. (*Attached*).

Southern Maryland Library Association (SMRLA) Report

- There was no meeting in July

Director's Report by Kathleen Reif

- Distributed: approved May minutes; EOY business and revenue report; monthly budget summary before Audit for FY2013, FY2014 monthly budget report (*Attached*)

Voted to approve the End of FY 2013 Budget Amendment as presented.

- The County Commissioners deposited the additional \$73,000 for the Library's OPEB Trust Fund that was in the FY2013 budget.
- Distributed and reviewed a draft RFQ for Library Legal Services.

Voted to approve the Legal Services RFQ as edited.

- Distributed a Library Insurance Fact Sheet for the Board's reference.

Mary Lee Russell, Leonardtown Branch Manager, led the Board on a tour of the Leonardtown Library.

- Morgan Design Group Architects has been chosen by the county for the Leonardtown Library Renovation. The first meeting is scheduled for July 24, 2013.
- Updates: Summer programs and reading clubs are going very well with more attendance than in previous years and record breaking door counts; reviewed security issues at the Lexington Park Library; St. Mary's County has been chosen to host the author of this year's One Maryland One Book.
- St. Mary's County Head Start grant has been awarded to the St. Mary's County Board of Education. Kathleen Reif has been asked to service on the policy board.
- Ms. Reif has been asked to chair the PLA Every Child Ready to Read Committee and she has accepted.
- Posted a 12 hour, part time Circulation Assistant I position for the Lexington Park Library Sunday hours. This person will work 12 hours a week, including every Sunday.

Unfinished Business:

- Rick Raley, of Coombs & Drury Insurance could not make today's meeting. He will attend the September 2013 meeting to discuss the Public Officials Liability Insurance Coverage.

New Business:

- Ms. Reif distributed her FY2013 Director's Report and the Annual Income/Expenses Summary for FY 2010-2014.

11:30 AM Meeting adjourned

Next Meeting: **September 17, 2013 at the Lexington Park Library.**
REVISED location: Leonardtown Library