

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

Meeting Minutes

Date of Meeting: June 16, 2009

Alan Dillingham, President, called to order at 9:05 AM the meeting of the St. Mary's County Board of Library Trustees at the Charlotte Hall Library.

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

Member Excused: Joseph Bush

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

Voted to accept the minutes of the May 19, 2009 meeting as presented.

President's Report by Alan Dillingham

- Announced that we had reached the \$30,000 mark for the Technology Fund, having raised \$30,042 since the fundraising campaign began in December 2007.

Treasurer's Report by Joan Springer

- Distributed Treasurer's Report for June 2009. Revisions are needed and a new report will be distributed at the July 21, 2009 meeting.

Southern Maryland Library Association (SMRLA) Report by Alan Dillingham

- SMRLA will be using UPS (United Parcel Service) to send ILL items between SMRLA and Pratt.
- Joseph Bush has tendered his resignation to the SMRLA Board due to other obligations.

Voted to have Carole Romary replace Joseph Bush on the SMRLA Board effective immediately.

Director's Report by Kathleen Reif

- Distributed: approved April 2009 minutes; YTD FY09 business reports: budget, business levels, revenue; Adventure Passport; Summer Fun with Your Little one brochure; newspaper articles.
- Distributed FY2010 Operating Budget Summary Chart.
- The County has chosen to retain Murphy & Murphy, CPA, LLC for their audit. They will begin the library's audit next month.
- The RFP for the new Leonardtown Library is scheduled to be released by early July 2009. We have been informed that the Director and Library Board will review it before it is released.
- Submitted an \$818,000 State Capital Grant request for FY 2011 for the design of the new Leonardtown Library. A decision is expected in October 2009.

10:20 AM – The meeting broke to visit the C-SPAN Civics Bus in the Leonardtown Library Parking Lot.

11:00 AM – Meeting resumed, joined by State Delegates John Bohanan and Tony O'Donnell, Senator Cardin's representative Hammad Matin, MetroCast managers Bernard Hazelwood, Danny Jobe, Kathleen MacLeod.

- Recognized MetroCast and the elected officials for their support in helping the Library provide customers with access to the Internet and online services.

- Updated elected officials on the new Leonardtown Library and the Gates Technology Fundraising efforts.
- **Updates:** The State will be creating a Trustee Manual, Ms. Reif and Ms. Romary will be part of their focus group at SMRLA. A substantial revision of the format for the *Customer Service Manual* has been completed. The Board of County Commissioners (BOCC) will be issuing a commendation to Sue Gibbs at their June 23rd meeting. The Library will partner with the schools and the Attorney General's office on an internet safety program called CLICKS. Distributed comments that will be presented to the County Planning Commission at the June 22nd hearing on the proposed Comprehensive Plan update.
- Open Meetings Act in *Annotated Code of MD, Article 24, Title 4-201* clarifies that the Library Board must follow St. Mary's County's Open Meetings Policy. Ms. Reif received a copy of this from the County Attorney's Office.

New Business

- Distributed Library Director's Annual Performance Appraisal Timeline.
- Canceled the August 2009 Library Board meeting.
- Optimistic Realism retreat is scheduled for August 14, 2009 at Tudor Hall.

Meeting adjourned at 12:05 PM

Next Meeting: July 21, 2009 at the Leonardtown Library.