

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

Meeting Minutes

*Date of Meeting:* May 18, 2010

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

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

Member Excused:

Staff present: Kathleen Reif, Director; Phyllis Krasnokutsky, Administrative Assistant; Robert Palmer, IT Computer Technician and Mary Anne Bowman, Charlotte Hall Branch Manager..

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**Voted to** accept the minutes of the April 21, 2010 meeting as presented.

**President's Report by Alan Dillingham**

- Alan Dillingham announced that Dr. Glidden has donated \$7,676 as the match for the Lindsey Paul Rudolph fund and that the family and Dr. Glidden are very pleased that the Library Board has donated the funding for the new position to begin this summer.

**Treasurer's Report by Carole Romary**

- Distributed Treasurer's Report for May 2010.
- Ms. Reif presented two invoices for Children's summer programs. Ms. Romary will bring the checks to the next meeting.
- Board decided to move \$500 from the savings account into the Vanguard account providing the account will still meet the minimum requirements for not incurring fees.

**Southern Maryland Library Association (SMRLA) Report by Joan Springer**

- SMRLA Board voted 2% merit and no COLA for the SMRLA Staff in FY2011 and reduced the "pay-for-performance merit increases" from 2-4-6 % to 0-2-4 %.
- SMRLA Board approved an FY 11 allocation of \$8,000 to each county for staff development expenses.

**Director's Report by Kathleen Reif**

- Distributed: Library Advocacy Day bus flyer; Letter to the Enterprises from SO MD Beekeepers; picture of library staff at the Habitat for Humanity's Women's Build; Foundation Center Cooperating Collection flyer; approved minutes for February 2010; monthly business reports and budget statements for April 2010.
- Distributed a copy of the Director's suggested changes to the FY2011 Requested Budget which was approved by the Library Board in January. (See attachment) After discussion, the board made the following decisions:

**Voted to** approve a merit increase for Library Staff.

**Voted to** fill the part-time Library Associate position at Charlotte Hall.

**Voted to** not fund the Long Term Disability benefit, pending more information.

**Voted to** reduce the Staff Development budget from \$20,000 to \$10,000.

**Voted to** reduce the Technology Equipment budget from \$35,000 to \$30,000.

**Voted to** reduce the OPEB budget to \$90,000 per the Actuarial Study conducted by Bolton & Associates.

**Voted to** increase the allocation from the fund balance to meet the above changes.

- New Leonardtown Library:
  - The 2011 Capital Budget includes funding for the design of the New Leonardtown Library. The funds for construction have remained in FY 2015 because the County was just informed they need to replace their emergency communication towers before 2014.
  - Update on the RFP process for the A/E firm.
  - It was agreed that Ms. Reif should not pursue a FY 2012 state capital grant. Ms. Reif will attend Board of Public Works meeting on May 19 when the FY2011 grant will be officially signed.
- Auditor's FY 09 Management letter:
  - Ms Reif has still not received a final draft of the MOU. Alan Dillingham will send an email to John Savich, with copies to all of the BOCC, asking for an update on the MOU's status.
  - Library's Administrative Assistant will be taking Accounting I and II at CSM in Fall and Spring so we will meet the fiscal over-site requirements.
- Credit Card Process: received a second quote on credit cards from PNC Bank and they are higher than Bank of America so we will go forward with Bank of America. Plans are to have this new service available in July 2010.
- The current owner of the Library Café has asked to be excused from her contract due to health reasons. The Board agreed to this request and agreed to post A Request for Expression of Interest to recruit a new vendor.
- Reviewed the results of the recent customer survey. (See attachment.)
- Distributed a copy of the revised and updated IT Plan for St. Mary's County Library. (See Attachment) Discussed the list of needs for SMRLA support.
- Updates: Text a Librarian is a new service which began in May; TruGreen Lawn Service (a county contractor) will weed and mulch the Lexington Park and Charlotte Hall grounds which the library's operating budget will cover.

#### **Unfinished Business**

- The board agreed that any one of the remaining 2 candidates on the Library Board Candidates list, sent to the BOCC in February, would be an acceptable replacement for Jan Briscoe when her term ends June 30, 2010.
- Discussion and further revisions were made to the Reduction in Force policy. The new draft will be presented at the June Board meeting for further discussion and approval.

#### **New Business**

- Mary Anne Bowman joined the meeting to present Charlotte Hall's community profile, to discuss various changes that have improved the branch services, and system-wide staff development initiatives. She then conducted a tour of the library. Robert Palmer demonstrated the new self-checkout machines funded by SMRLA.

Meeting adjourned at 12:10 pm.

**Next Meeting: June 15, 2010 at the Leonardtown Library.**