

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

Meeting Minutes

Date of Meeting: January 19, 2010

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

Members present: Alan Dillingham, President; Everlyn Holland, Joan Springer, Treasurer; Jan Briscoe, Vice-President; Dan Burris, Joseph Bush.

Member Excused: Carole Romary

Staff present: Kathleen Reif, Director; Phyllis Krasnokutsky, Administrative Assistant; Audrey Shelton & Mark Keeler from BAE Systems

Voted to accept the minutes of the December 15, 2009 meeting as presented.

Voted to accept the following slate of officers for 2010: Alan Dillingham as President, Joan Springer as Vice President and Carole Romary as Treasurer.

President's Report by Alan Dillingham

- Distributed copies of letter to each member of the State delegation re: funding for the new Leonardtown Library. The letters were signed by each Board member and will be mailed.
- Distributed copies of letter to Board from County Ethics Commission. Responses are due by January 29, 2010.
- The Lindsey Paul Rudolph Fund has collected more than \$6,000.

Treasurer's Report by Joan Springer

- Distributed Treasurer's Report for January 2010.
- Distributed the Revised Finance Committee's recommendations on spending the 2009 Vanguard dividend interest.

At this time the meeting paused for the presentation of a \$1,000 check from BAE Systems by Mark Keeler.

Southern Maryland Library Association (SMRLA) Report by Joan Springer

- SMRLA is still trying to procure health benefits for retirees via the State of Maryland.
- An efficiency consultant was hired to study SMRLA's processing procedures.

Vote to accept the following as SMRLA Board representatives for St. Mary's County in 2010: Alan Dillingham, Carole Romary and Joan Springer.

Director's Report by Kathleen Reif

- Distributed approved minutes for November 2009.
- Distributed: monthly business reports and budget statement; downloadable books flyer; ALA National Library Advocacy Day flyer; UCAC January 23rd program flyer.
- Distributed a progress report on the Library's FY 2008-2012 Information Technology Plan.

- Discussed FY 2010 projected increase in revenues and agreed to new expenditures which will improve customer service. (See attachment)

Voted to accept new expenditures as described in the FY10 Budget Amendment memo.

- Discussed the FY2011 Budget Request and agreed to comply with the BOCC instructions to submit two requests: 1) flat funding; and 2) 7% reduction in county funding. The Board developed a priority list of reduced expenditures to reach the 7% reduction of \$161,000.
- Distributed revised Emergency Closing policy. The revision formalizes the procedures which have always been followed by the managers.

Voted to accept changes to the Emergency Closing policy for the *Personnel Manual* as presented.

- Capital Budget Update: The ratings for the 25 A/E proposals were due January 4, 2010. Ms Reif is waiting to hear from Procurement Department.
- Discussion on the Collective Bargaining Bill that is to be presented to the General Assembly. Distributed talking points from MAPLA (MD Association of Public Library Administrators) and an analysis of the bill from Alan Dillingham. Ms. Reif will send an email, regarding this Bill, to our State Legislators.
- Posting for two Board vacancies will be done in February. Joseph Bush's last meeting is in February and Jan Briscoe ends her second full term in June 2010.
- Distributed a draft of the Teen Video contest form for Teen Tech Week. Joan Springer agreed to be one of the judges.
- Ms. Reif has been selected to be on a DLDS Capital Grant Guidelines Committee.
- The Library Café has new hours: 10 AM – 7 PM Mondays through Thursdays, 9:30 AM – 5 PM on Friday and Saturday, closed on Sunday. They hired an additional staff person and have been advised that they will need to provide the Library with proof of Workers Compensation Insurance.

Unfinished Business

- Discussion of the revised Meeting Room policy which was distributed at the December meeting. The revised policy will allow businesses to use the library's meeting rooms for a fee.

Voted to accept the revised Meeting Room policy, as presented at the December 2009 meeting.

New Business

- Upcoming dates and events.

Meeting adjourned at 12:10 pm.

Next Meeting: February 16, 2010 at the Leonardtown Library.