

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

Meeting Minutes

Date of Meeting: May 19, 2009

Alan Dillingham, President, called to order at 9:00 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; Joseph Bush, Dan Burris, Everlyn Holland, Joan Springer, Treasurer

Member Excused: Carole Romary

Staff present: Kathleen Reif, Director; Phyllis Krasnokutsky, Administrative Assistant; Sara Stephenson, Adult Librarian, Lexington Park; Trina Jacobs, Circulation Clerk III, Leonardtown; Tina Gass, Circulation Clerk I, Charlotte Hall; Janis Cooker, Youth Services Coordinator; Chad Jones, Children's Librarian, Charlotte Hall

Voted to accept the minutes of the April 21, 2009 meeting as presented.

Staff Presentation

- The Volunteer Coordinator and volunteer from each branch received a certificate acknowledging the numerous hours of service that our volunteers provide to the Library.
- Summer Reading 2009 program presentation by Janis Cooker and Chad Jones.

President's Report by Alan Dillingham

- Thanked the Board members for all their efforts advocating for a new Leonardtown Library. Recognized the county staff and BOCC for moving this project forward so quickly.

Treasurer's Report by Joan Springer

- Distributed Treasurer's Report for April 2009 with corrections.
- Distributed Treasurer's Report for May 2009.

Southern Maryland Library Association (SMRLA) Report by Joan Springer

- SMRLA Board voted to have SMRLA pay for the cost of all processing supplies in FY2010 instead of the individual library systems reimbursing SMRLA.
- SMRLA may reimburse some of the tuition costs for county library staff pursuing a MLS (Masters of Library Science) degree.
- A subcommittee has been formed to study SMRLA's financial reporting.

Director's Report by Kathleen Reif

- Distributed: approved March 2009 minutes; YTD FY09 business reports: budget, business levels, revenue; photo of gift to Carol Moody for her retirement as Chair of FOL Book Sale.
- BOCC's FY2010 Operating and Capital budgets for the library remain at that same level that was approved on May 11, 2009. Operating funds from the county are projected to be \$2,286,038.
- State Funding for FY2010 has been reduced by about \$27,000.00 from FY2009. State funding for FY 2010 will be \$629,266. There will not be any LSTA Grant funding for Staff Development in FY2010.

- Distributed copies of the Capital Improvement Project sheet for the new Leonardtown Library. A RFP (Request for Proposal) for an architectural/engineer firm should be issued by June 10, 2009. A draft of the RFP was requested to be reviewed before it goes out to the public.
- Ms. Reif is working with the county staff and the BOCC to submit a FY 2011 grant request from the state's public library capital projects grants program to assist with the new Leonardtown Library construction costs.
- A final effort will be made by Board Members and Ms. Reif to raise the additional \$7,000 needed to meet the Technology Fundraising target of \$30,000. All fundraising for this program will end June 30, 2009.
- Recent Staff Survey results and summary page were distributed and discussed. The managers will analyze the results and recommend next steps. Overall, the results showed that the staff understand the library's mission, recognize strong team work, and 99% agree that the library is a good employer.
- The FOL Fund for Lindsey Paul Rudolph has raised about \$1,700 to date. Looking into the possibility of working with Laraine Glidden of St. Mary's College on an early childhood program in honor of Lindsey.
- Ms. Reif met with the new LUGM Director to ensure that the Library Facilities Study is part of the updated county comprehensive plan.
- **Updates:** Staff day went very well; FOL Dinner was a great success and each branch received a \$5,000 grant from the Friends; trying to determine if there is any Federal stimulus funding for the new Leonardtown Library; attended and staffed an informational table at the Chamber of Commerce's Annual Business Lunch/Expo.

New Business

- C-SPAN Civics Bus will be coming to the Leonardtown and Lexington Park Libraries on June 16.

Meeting adjourned at 12:00 PM

Next Meeting: June 16, 2009 at the Leonardtown Library.