

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

Meeting Minutes

**Date of Meeting:** November 19, 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 Charlotte Hall Library.

Members present: Joan Springer, President; Alan Dillingham, Vice-President; Carole Romary, Treasurer  
Jim Hanley, Carolyn Guy, Lynn Newkirk; Joan Springer, President

Members excused: None

Staff present: Kathleen Reif, Director; Phyllis Krasnokutsky, Administrative Assistant; Amy Ford,  
Charlotte Hall Branch Manager; Catherine DiCristofaro, Charlotte Hall Youth Services  
Librarian

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**Voted to** accept minutes of the October 22, 2013 meeting as presented.

**President's Report by Joan Springer**

**Voted to** approve the Expenditure Approval Lists (EALs): 10/25/13, 10/07/13 and 11/08/13.

**Voted to** approve the Race to the Top Early Learning Challenge (RTT ELC) grant for FY2014.

Special presentation and congratulations were made to Catherine DiCristofaro on completing the Master of Library Science degree.

- Carolyn Guy and Lynn Newkirk will be the Nominating Committee for 2014 Board Officers

**Treasurer's Report**

- Distributed the November Treasurer's Report. (*Attached*).
- The Board Executive Committee will meet after the meeting to discuss how to spend the 2013 interest earned YTD.

**Voted to** donate \$150 towards the 2014 Maryland Library Association (MLA) Legislative Reception.

**Southern Maryland Library Association (SMRLA) Report**

- Hired a new cataloger and a temporary secretary.
- Results of the Salary Study will be presented at the December meeting.
- Polaris contract has been signed.
- An Ad Hoc Bylaws Review Committee has been formed with 1 Board member from each county.
- A formal request for a more detailed monthly budget report was made.

**Director's Report by Kathleen Reif**

- Distributed: various newspaper articles about the library; approved September minutes; FY2014 monthly business and budget reports for October; 2014 Key Facts, 2014 Board Calendar and the OR14 Plan. *(Attached)*
- Updated the Board on the meeting with Dr. Bridgett, George Sparling, Kathleen Reif and Joshua Brewster regarding the MOU between the County and the Library.

Amy Ford conducted a tour of the Charlotte Hall Library.

- Joshua Brewster is in the process of reviewing the Library's *Personnel Manual*. He will present suggested changes at the December Board Meeting.
- Provided the Board with the holiday schedules for Calvert and Charles Libraries as requested. All three counties provide their staff with 15 holidays per year.
- Distributed 2013 Staff Day invitations to Board Members.
- Updated the Board on the Charlotte Hall Parking situation. The County hopes to have the Farmer's Market moved by 2015.

Meeting was attended by Kay Piro, County Times Reporter

**Meeting Adjourned for an Executive Session at 11:15 AM**

**Meeting reconvened at 11:45.**

- Ms. Reif announced that the architect for the Leonardtown renovation will return for another meeting on Dec. 3 at 1PM. All Board members are encouraged to attend.

**Meeting adjourned at 11:50.**

**Next Meeting: December 17, 2013 at the Leonardtown Library.**