

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

Meeting Minutes

**Date of Meeting:** April 20, 2010

Alan Dillingham, President, called to order at 9AM, the meeting of the St. Mary's County Board of Library Trustees at the Lexington Park 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; Marilyn Lash, Publicity Specialist; Catherine DiCristofaro, Charlotte Hall Youth Services Librarian; Amanda Ellington, Lexington Park Youth Services Supervisor; Sara Stephenson, Charlotte Hall/Lexington Park Adult Services Librarian; Terri Tresp, Lexington Park Branch Manager; Gail McFadden, retired Charlotte Hall Adult Services Librarian.

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**Hip Hip Hooray Certificates** were awarded to the recent LATI graduates for their outstanding projects: Amanda Ellington's Creating a Learning Environment @ your Library; Sara Stephenson's E-government @ your Library; Catherine DiCristofaro's Legos @ your Library.

**Retirement recognition** for Gail McFadden, Charlotte Hall Adult Services Librarian.

**Voted to** accept the minutes of the February 16, 2010 meeting as presented. (There was no March meeting.)

**President's Report by Alan Dillingham**

- Alan Dillingham complimented the projects and initiative of the LATI graduates.
- Alan made a formal welcome to the new board member, Carolyn Guy, who was appointed by the BOCC on April 13, 2010. Distributed new Board roster for review and update of the information.

**Treasurer's Report by Carole Romary**

- Distributed Treasurer's Report for March and April 2010.
- Ms. Reif requested that the Board invite Commissioners Mattingly and Raley, with their spouses, to be the Board's guests at the upcoming FOL Annual Dinner on May 10. The Board agreed and Ms. Reif will send the invitations.

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

- SMRLA will be installing security cameras at the back of the building to canvas the parking lot.
- SMRLA has posted a position for a new IT employee.
- SMRLA Board has asked the SMRLA Director to present data on the average salary increase for all staff over the past several years.
- The cart delivery system has been abandoned as too costly.

**Director's Report by Kathleen Reif**

- Distributed; League of Women's Voters new brochure listing elected officials; ALA Advocacy Fact Sheet; Gates Foundation Executive Summary on Library Computer Use in Libraries; Broadband Forum Flyer; approved minutes for January 2010; monthly business reports and budget statements for February and March 2010.
- Informed Board about: Art Galley Letter to Editor in the *Enterprise*, library section of the *Enterprise's Guide to St. Mary's*; staff participation at various conferences – Janis Cooker and Jill Hutchison at MLA and Jill Hutchison and Kathleen Reif at PLA; BOCC's Proclamation of National Library Month; Customer Survey is now available from our website; we now loan Blu-rays to our customers.

- FY2011 Recommended Budget Hearing is Tuesday, April 27<sup>th</sup> at Chopticon High School. Library request for FY2011 was cut by \$5,000 and State Funding was frozen at \$14 per cap which may result in a reduction of \$6,000. County employees will receive a step increase if recommended budget is approved. The Library Board agreed they would provide a step increase to library staff if the county staff receive one.
- Distributed A Health Benefits summary which details the FY11 changes in the health benefits for county employees which have been approved by the BOCC. (See attached document.)

**Voted to** approve these health benefit changes, as presented in the summary page.

- Distributed a copy of the recommended FY11 Capital Budget for the new Leonardtown Library. Construction has been pushed out to 2015. Will request that it be brought forward so additional state grant funds can be requested. We have received payment of the \$72,000 from the state for the FY09 Capital grant. These funds will be used for partial reimbursement of the land cost.
- Interviews of the A/E firms for the new Leonardtown Library will be held April 29 & 30. Kathleen Reif, Gary Wipple and George Erichsen will be the interview team.
- A letter was sent requesting various changes to the Town of Leonardtown regarding the Town's Comprehensive Plan.
- Follow-up for the Audit's Management letter: Ms Reif continues to call the county to update her on the status of the MOU; the auditor has stated that we can create a Letter of Understanding with a local CPA firm to provide the necessary back-up for creating our financial statements. Ms. Reif will pursue this.
- Distributed fiscal procedures for creation of a library checking account and introducing the use of credit cards for our customers to pay for fines and purchases. (See attached document.)

**Voted to** not purchase a separate HTE module which is necessary to create Library Board checks.

**Voted to** approve use of credit cards for customers with a \$5 minimum limit.

- Distributed a copy of the Lindsey Rudolph Intern job description and approximate costs for the first year. Interest for 2010 will not cover this position at present.

**Voted to** fund the 2010 year of the Lindsey Rudolph intern costs out of the Library's original Vanguard account as a Board Donation.

- Terri Tresp explained The Foundation Center's Collaborative Collection which will provide invaluable resources and training for local non-profit organizations in their search for funding.

### **New Business**

**Voted to** approve closing the libraries on July 3, 4, 5 for the Independence Day holiday.

**Voted to** approve closing the libraries on December 24<sup>th</sup> thru 26<sup>th</sup> and December 31<sup>st</sup> thru January 2, 2010 for the Christmas and New Year holiday.

### **Unfinished Business**

- Personnel Manual revision was postponed until the May meeting.

Meeting adjourned at 12:10 pm.

**Next Meeting: May 18, 2010 at the Charlotte Hall Library.**