

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

Meeting Minutes

*Date of Meeting:* October 20, 2009

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

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

Members Excused:

Staff present: Kathleen Reif, Director; Phyllis Krasnokutsky, Administrative Assistant; Terri Tresp, Lexington Park Library Branch Manager; Tim Murphy and Lisa Brown of Murphy & Murphy CPA, LLC; Derick Berlage, Director of Land Use and Growth Management.

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

**President's Report by Alan Dillingham**

- Happy to report that we had been awarded most of our State Capital Grant Request for the new Leonardtown Library. We requested \$818,000 and were awarded \$765,000.

**Treasurer's Report by Joan Springer**

- Distributed Treasurer's Report for October 2009.
- Reported that the \$30 fee charged by PNC in August was for our auditor's request of information.
- The Finance Committee will meet after the November meeting to decide how to allocate the 2009 Vanguard interest.

**Southern Maryland Library Association (SMRLA) Report by Carole Romary**

- Majority of its October meeting was spent on SMRLA's Audit for FY2009.
- Distributed a copy of the October SMRLA Director's Report.

**Auditors Report on FY 2009**

- Tim Murphy and Lisa Brown of Murphy and Murphy, CPA, LLC reported to the Board on the FY2009 Audit. The Library received an "unqualified" report and the Library Board and staff were complemented on another year of responsible fiscal management.

**Derick Berlage, Director of Land Use and Growth Management**

- A slide presentation was presented on some of the land use and planning issues being confronted by St. Mary's County as we plan for the next 20 years of anticipated growth. Mr. Berlage stated that as a professional planner he believes that a public library serves as an excellent hub for a new community development. He is interested in working with us to find a suitable location for the 4<sup>th</sup> library in the Hollywood/California area of the county.

**Lexington Park Branch Manager Terri Tresp** provided an update on the Lexington Park Library and the staff activities in the local community.

**Director's Report by Kathleen Reif**

- Distributed various newspaper articles about Library programs.
- Distributed approved July 2009 meeting minutes; monthly business reports; monthly budget statement.
- FY 2010 budget: distributed FY10 Budget Amendment (BA) to reduce county funding by \$10,000 because of reduction in county funds. The BOCC was forced to reduce original allocations because of state budget cuts to the county's FY10 budget in September 2009.

**Vote to** approve Budget Amendment reducing FY2010 materials budget by \$10,000.00 due to a reduction in the County's FY2010 allocation by the same amount.

- Reported that we had been awarded \$765,000 from the state capital grant program to support the FY 2011 design costs for the new Leonardtown Library. There were applications for 11 other projects for a total of \$8M; since they only had \$5M to allocate, we are very pleased that our request of \$818,000 was cut by only \$53,000.
- Distributed copies of the final MOU for the Lindsey Paul Rudolph Project which was signed by the Board President Alan Dillingham.

**New Business**

Board went into Executive Session at 11:45 am for the director's annual performance appraisal.

Meeting resumed at 11:55 am.

- Discussed a request by the vendor of the Lexington Park Library Café for the Library Board to buy a new dishwasher. Ms. Reif distributed a Fact Sheet outlining the issues. The Library Board does not feel it is appropriate to invest at least \$3,000 in a new dishwasher before we get an analysis of the current one. Ms. Reif will contact the Board of Education to see if they have anyone on staff who can look at the machine. If not, a professional repair service will be contacted to look at the machine to give us an evaluation of its condition.

Meeting adjourned at 12:15 pm.

**Next Meeting:            November 17, 2009 at the Charlotte Hall Library.**