

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

Meeting Minutes

**Date of Meeting:** July 21, 2015

Before the meeting, the Board attended the CSMC (Commissioners of St. Mary's County) meeting for the recognition of Director Kathleen Reif's retirement.

Joan Springer, President, at 9:50 AM, called to order the meeting of the St. Mary's County Board of Library Trustees at the Leonardtown Library.

Members present: Joan Springer, President; Lynn Newkirk, Treasurer; Janice Walthour; Jim Hanley, Carole Romary

Members excused: Carolyn Guy, Vice-President; Alan Dillingham

Staff present: Kathleen Reif, Director; Phyllis Krasnokutsky, Administrative Assistant; Mary Anne Bowman, Deputy Director; Eric Variz, Leonardtown Assistant Branch Manager; Sara Stephenson, Virtual Services Coordinator; Tammy Farrell, Outreach Circulation Assistant.

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**HIP HIP HOORAY** certificate awarded to the following staff:

- Tammy Farrell for her Super Hero creations for Summer Reading
- Phyllis Krasnokutsky for her work on the financial transfer from the County

Engraved desk plates were awarded to Sara Stephenson and Eric Variz for earning their MLS degree.

Sara Stephenson provided a demonstrations of Hoopla and the Digital Asset Management system for the digitized Enterprise and Beacon newspapers which makes them available on the Internet and searchable by keyword.

**Voted to** accept the minutes of the June 16, 2015 meeting as presented.

**President's Report**

- The Board received a letter from John E. Beasley offering his Civil War collection to be permanently displayed in the new Leonardtown Library. The Board decided to decline his offer due to limited space in the new building. President Springer will send a letter to Mr. Beasley, informing him of their decision.

**Vote to** approve the Expenditures Approval List (EALs): 6/19/15, 6/30/15 and 7/1 to 7/17/15.

**Treasurer's Report**

- July Treasurer's Report distributed and approved (*Attached*)
- Ms. Reif distributed an updated summary of the Board's various investment accounts (*Attached*)

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

- No meeting was held in July

**Director's Report by Kathleen Reif**

- Distributed: approved May 2015 minutes; FY2015 June business and budget reports. (*Attached*)

## APPROVED SEPTEMBER 15, 2015

- Distributed FY2015 End of Year Budget Statement before Audit with End of Year Budget Amendment.

**Voted to** approve the FY2015 End of Year Budget Amendment as presented. *(Attached)*

**Voted to** approve Murphy & Murphy, CPA as the Library's Auditor for FY2015.

- Distributed FY 2016 Monthly Budget Statement, dated 7/16/15.

Voted to approve FY 2016 Budget as presented. *(Attached)*

- Ms. Reif updated the Board on the new fiscal operations now that the County Finance Office is no longer our processor.
- Distributed revised Procurement Policy and Procedures. *(Attached)*

**Voted to** approve the revised Procurement Policy and Procedures with changes.

- Distributed Credit Card Policy & Procedures *(Attached)*

**Voted to** approve the Credit Card Policy and Procedures as presented.

- Reported that Lynn Newkirk has been reappointed to the Library Board for another five (5) year term (through June 30, 2020) and distributed an updated list of Board Officers and Terms *(Attached)*
- The RFP for the new Leonardtown Library was sent to Ms. Reif for library input. Ms. Reif will send the Board and staff suggestions to George Erichsen by July 27. The RFP is scheduled to be released in September 2015.
- Distributed and reviewed Library Director's Report for FY2015 and Director's Report for FY2004 through FY2015. Ms. Reif brought to their attention the projects she listed as FY 2016 priorities. She requested that they let her know if they disagree with these priorities. *(Attached)* Distributed New Library Director's Orientation Topics for review by the Board. Board members should let Ms. Reif know if they have any suggestions or questions. *(Attached)*
- Provided updates on which staff will be replacing Ms. Reif on various County Boards and Commissions; announced Mary Anne Bowman's appointment to the Public Library Association's Charlie Robinson Award Jury.
- Deputy Director Bowman's updates: 1) statistics for this year's summer reading activities; , 2) a new service (resource bags to be checked out) which we are providing in partnership with the Citizen's Advisory Council for Special Education (CACSE)

**11:00 AM** Meeting went into Executive Session for personnel discussion.

**Next Meeting:** September 15, 2015 at the Leonardtown Library.