

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

Meeting Minutes

Date of Meeting: April 15, 2014

Joan Springer, President, called to order at 11: 10 AM the meeting of the St. Mary's County Board of Library Trustees at the Leonardtown Library.

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

Members excused:

Staff present: Kathleen Reif, Director; Mary Anne Bowman, Deputy Director; Phyllis Krasnokutsky, Administrative Assistant; and Jeff Morgan, Architect

The Library Board attended the St. Mary's County Board of County Commissioners meeting from 9 - 11 AM. The BOCC recognized Janis Cooker on her upcoming retirement and the DPW Director George Erichsen, architect Jeff Morgan, and Library Director Kathleen Reif presented information on the status of the design documents for the Leonardtown Library renovation.

Voted to accept minutes of the March 26, 2014 meeting as presented.

President's Report by Joan Springer

- Congratulated Mary Anne Bowman on her promotion to being our first Deputy Director.
- Introduced Jeff Morgan, Architect for the Leonardtown Library Renovation.

Voted to approve the Expenditure Approval Lists (EALs): 3/28/14 and 4/11/14.

Treasurer's Report

- April Treasurer's Report distributed (*Attached*).
- Treasurer was presented with a check request for Children's Programs.
- Cashing in the donated Rite Aid stock has proven to be a challenge. We need to find a broker who will sell the stock for the Board. They requested that Ms. Reif attempt to find one who will do it pro bono or for a small fee.

Southern Maryland Library Association (SMRLA) Report

- Approved FY15 funding of \$5,000.00 per county to reimburse cost of courses for MLS degree.
- Discussed the processing backlog which will remain at 4-5 weeks through June.
- SMRLA salary study recommendations were approved.

Director's Report by Kathleen Reif

- Distributed: approved January minutes; FY2014 monthly business and budget reports for March. (*Attached*)
- Reminded the Board that the FY2015 County Budget hearing was this evening.
- Announced that the State Legislature had approved a funding increase for libraries starting in FY2016.
- Reported on the results of the digitization RFP responses.

Voted to contract with Balanced Images for the digitization of *The Enterprise* and *The Beacon* and to pay up to \$25,000 from the Board's Vanguard account.

- Reported on results of a recent meeting with the Architects and DPW on the Leonardtown Renovation.
- Training of staff on Polaris, by our staff, is going very well and we will be ready for the May 15th launch.
- Staff Changes: MaryAnne Bowman is our Deputy Director; Amy Ford is the Lexington Park Branch Manager; Catherine DiCristofaro is the Charlotte Hall Branch Manager; Tess Goldwasser will move from the Lexington Park Library to the Charlotte Hall Library as a Children's Librarian. We are advertising for two (2) full time librarians at Lexington Park.
- Legal counsel Joshua Brewster has approved our Customer Service Manual as is and provided a document retention and disposal schedule. We will finalize a FY 16 contract with Joshua Brewster at the May meeting.
- **Updates:** FOL Annual book sale was a great success and their annual dinner will be May 19, 2014.

New Business

- Awaiting the results of the County's RFP for a new auditor.
- Reviewed dates for upcoming events.

Meeting adjourned at 12:15 PM

Next Meeting: May 20, 2014 at the Lexington Park Library.