

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

Meeting Minutes

Date of Meeting: January 15, 2013

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; Carole Romary, Treasurer; Jim Hanley, Carolyn Guy, and Janice Walthour

Members excused: Lynn Newkirk and Joan Springer

Staff present: Kathleen Reif, Director; Phyllis Krasnokutsky, Administrative Assistant; Lois Coryell, Leonardtown Adult Supervisor; Rose Sivak, Lexington Park Assistant Branch Manager; Anne Alvey, Leonardtown Circulation Supervisor; Kimberle Fields, Lexington Park Library Associate; Marilyn Lash, Publicity Specialist; and Sara Stephenson, Lexington Park Assistant Branch Manager.

Welcomed two new Board Members: Jim Hanley and Janice Walthour.

Presented Longevity Awards to Anne Alvey for 35 years; Lois Coryell, Mary Lee Russell and Rose Sivak for 40 years.

Kimberle Fields gave a presentation on her LATI course and her project to reach out to teen mothers.

Sara Stephenson and Marilyn Lash gave a presentation on the Web Accessibility Plan which they have created to ensure that the Library's website is accessible for people with disabilities. Sara also demonstrated the mobile website.

Voted to accept minutes of the December 18, 2012 meeting as presented.

President's Report by Alan Dillingham

Voted to approve the Expenditure Approval Lists (EALs): 12/21/12; 1/7/13.

Nominations Committee Report by Carolyn Guy

Reviewed the slate of officers for 2013 presented at the December meeting: Joan Springer for President; Alan Dillingham for Vice-President; Carole Romary for Treasurer.

Voted to approve the following officers for 2013: Joan Springer as President, Alan Dillingham as Vice President and Carole Romary as Treasurer.

Treasurer's Report

- Distributed the January Treasurer's Report. (*Attached*).

Southern Maryland Library Association (SMRLA) Report by Joan Springer

- There was no meeting in January.
- Confirmed that Carolyn Guy will replace Alan Dillingham on the SMRLA Board. Both Joan Springer and Carole Romary will continue on this board.

Director's Report by Kathleen Reif

- Distributed: approved November minutes; list of 2013 Board Officers & Members; various newspaper articles about the Library; Library's 2012 Annual Report which was distributed via email; Maryland Legislative Reception Invitations; YTD business and revenue report; revenue line chart and monthly budget summary. (*Attached*).
- Reported that all paperwork for the Library's OPEB Trust had been sent to Asset Strategy.
- Leonardtown Library Renovation: discussed results of Board Members contact with their County Commissioners regarding the release of the RFP for the architect. It appears they hope to have the architect appointed by September 2013. RFP has not yet been released.
- Distributed copies of the Proposed FY2014 Library Budget Request. (*Attached*) It was agreed that Ms. Reif would send them an email to clarify the request.
- Distributed and reviewed the results of the mini-customer Survey. (*Attached*)
- Reported that a County Sheriff's Deputy will be attending the next Branch Manager's meeting to discuss ways to ensure that the library is safe for our customers and staff.

New Business

- Reviewed upcoming event dates.

12:00 PM: Meeting adjourned

Next Meeting: February 19, 2013 at the Leonardtown Library.