

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

Meeting Minutes

**Date of Meeting:** April 16, 2013

Library Board and Library Director, Branch Managers and Youth Coordinator met at the Board of County Commissioners meeting room for the BOCC Proclamation declaring April, Library Month in St. Mary's County. They returned to the Leonardtown Library for the Board meeting.

Joan Springer, President, called to order at 9:35 AM the meeting of the St. Mary's County Board of Library Trustees at the Leonardtown Library.

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

Member excused: Carole Romary, Treasurer

Staff present: Kathleen Reif, Director; Phyllis Krasnokutsky, Administrative Assistant; Lois Coryell, Assistant Branch Manager, Leonardtown.

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**HIP HIP HOORAY presented to Lois Coryell** for United Way Leadership at the Leonardtown Branch.

**Voted to** accept minutes of the March 19, 2013 meeting as presented.

**President's Report by Joan Springer**

**Voted to** approve the Expenditure Approval List (EAL): 3/29/13.

**Treasurer's Report**

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

**Southern Maryland Library Association (SMRLA) Report by Carolyn Guy**

- The search process for a new ILS (Integrated Library System) vendor is proceeding according to schedule.
- Due to increased postage costs for out-of-state ILL returns, SMRLA has purchased a postage meter.
- A Draft budget for FY2014 was approved.

**Director's Report by Kathleen Reif**

- Distributed various newspaper articles showcasing the Library.
- Distributed: approved February minutes; YTD business and revenue report; monthly budget summary. (*Attached*).
- BOCC 's FY2014 Recommended Budget:
  - Discussed a new schedule to award step increases so that they align with the county. Currently the Library awards step increases for all staff on July 1. The county awards step increases on the date of hire to award years of service.

**Voted to** accept the FY2014 Schedule for Salary step increases as presented: 1<sup>st</sup> step increase will be awarded July 1 for all staff; 2<sup>nd</sup> step increase will be awarded the first day of the month of hire. Beginning FY 15, if a step is awarded, staff will receive it on the first day of the month of hire.

- Discussed Draft Memo to the BOCC, requesting additional funding to open Lexington Park on Sundays (*attached*). Ms. Reif will revise as discussed and email to the Library Board for further revisions. The memo will be sent the week of April 22<sup>nd</sup> to the BOCC and copied to County Administrator Rebecca Bridget and County Financial Officer Elaine Kramer.
- Leonardtown Library Renovation update: a short list of architects has been created and the firms will be invited for a tour on May 9, 2013.
- OPEB Trust Fund update: in March and April, we began the monthly transfers of \$124,000 from MLGIP account to the Schwab account.
- Discussed an invoice received from Murphy & Murphy, CPA for communications with the IRS on behalf of the Library. A draft memo about the invoice, to Murphy & Murphy, was reviewed. The Board suggested a few revisions and instructed Ms. Reif to send it to them.

**Voted to** send the memo, with revisions, to Murphy & Murphy, CPA.

- The Lindsey Paul Rudolph Intern position will be posted from May 6 through May 24, 2013.
- Discussed the results of the Friends of the Library Book Sale. Net profit was \$31,582. The current FOL President Louise Snell has held this office for 3 years. It was agreed that the Board should recognize her at the annual dinner on May 13.

**Voted to** reimburse Kathleen Reif the cost of a gift to Louise Snell for her 3 years as FOL President.

**New Business:**

**Voted to** accept Murphy & Murphy, CPA as the Auditor for FY2013.

**Upcoming Events:**

- Reviewed upcoming event dates.

11:30 AM Meeting adjourned

**Next Meeting:           Wednesday, May 29, 2013 at the Charlotte Hall Library.**