

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

Meeting Minutes

**Date of Meeting:** June 17, 2014

Joan Springer, President, called to order at 9:00 AM the meeting of the St. Mary's County Board of Library Trustees at the Charlotte Hall Library.

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

Members excused: Carole Romary, Treasurer;

Staff present: Kathleen Reif, Director; Phyllis Krasnokutsky, Administrative Assistant; Catherine DiCristofaro, Charlotte Hall Branch Manager, Robert Palmer, Computer Services Technician and Christine Zugay, Charlotte Hall Circulation Assistant II

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Presented a Hip Hip Hooray to Christine Zugay for her work on the 2014 United Way Campaign.

Introduced Alexis Rosenberry, the 2014 Lindsey Paul Rudolph Intern.

Catherine DiCristofaro presented information about the 2014 Summer Reading Program.

Robert Palmer demonstrated the new Mobile Printing Service for customers.

**Voted to** accept the minutes of the May 20, 2014 meeting as presented.

**President's Report by Joan Springer**

**Voted to** approve the Expenditure Approval Lists (EALs): 5/23/14 and 6/6/14.

**Treasurer's Report**

- June Treasurer's Report distributed (*Attached*).

**Voted to** deposit \$7,729.31 from the sale of Rite Aid Stock into the Board's Vanguard Account.

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

- No June meeting

**Director's Report by Kathleen Reif**

- Distributed: approved April minutes; FY2014 monthly business and budget reports for May; and a copy of the FINE article (*Attached*)
- Distributed a final copy of the FY2015 Library Budget (*Attached*)

**Voted to** accept the FY2015 Budget as presented.

- As far as we know, the county has not yet selected an auditor for FY2014.
- Distributed a copy of the MOU with Calvert County for online credit card payments.
- Provided an update on the Leonardtown Renovation project.
- Updated the Board on the Optimistic Realism (OR) 15 strategic planning timeline. The OR retreat has once again been scheduled at the River Center on the campus of the St. Mary's College of Maryland.
- Informed the Board that Joshua Brewster had accepted the new FY2015 contract for legal services.
- Reviewed the timeline for the Library Director's Performance Evaluation.
- Provided updates on this year's Lindsey Rudolph Intern, Summer Pages and the Charlotte Hall parking lot situation.
- Board members requested that we review the No Solicitation Policy. Ms. Reif will include that as an agenda item at the August meeting.

10:30 AM – Alesha Verdict, Charlotte Hall Assistant Branch Manager, provided a tour of the Charlotte Hall Library.

- The County Attorney submitted a final draft of the Revised Memorandum of Understanding (MOU) between the Library Board and the Board of County Commissioners. Ms. Reif agrees with the MOU and requested that the Library Board approve it as submitted.

**Voted to** approve the MOU with the Board of County Commissioners, as presented.

- The County Attorney submitted a final draft of the Leases for Lexington Park and Leonardtown Library facilities. The Lease for the Charlotte Hall Library is not yet finalized, as it needs to include information about SMRLA.

**Voted to** approve the leases for the Leonardtown and Lexington Park Library facilities.

**Meeting adjourned at 11:00 AM for an Executive Session to discuss a personnel situation.**

Executive Session adjourned at 11:20 AM

Meeting adjourned at 11:21 AM

**Next Meeting: August 19, 2014 at the Leonardtown Library.**