

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

Meeting Minutes

Date of Meeting: September 17, 2013

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

Members present: Joan Springer, President; Jim Hanley, Janice Walthour, Carolyn Guy, Lynn Newkirk
Members excused: Alan Dillingham, Vice-President; Carole Romary, Treasurer
Staff present: Kathleen Reif, Director; Phyllis Krasnokutsky, Administrative Assistant; Jill Hutchison, Assistant Branch Manager, Leonardtown Library; Rick Raley, Combs Drury Reeves Insurance Company.

Staff report on the Optimistic Realism FY14 Retreat and Plan: Kathleen Reif and Jill Hutchison.

Rick Raley of Combs, Drury and Reeves Insurance Company presented information about the new Public Officials Liability Insurance Coverage for the Library Board members.

Voted to accept minutes of the July 16, 2013 meeting as presented.

President's Report by Joan Springer

- Joan Springer thanked Ms. Reif for a wonderful OMOB program with *King Peggy*.

Voted to approve the Expenditure Approval Lists (EALs): 7/19/13, 8/2/13, 8/16/13, 8/30/13 and 8/30/13B.

Treasurer's Report

- Distributed the August and September Treasurer's Report. (*Attached*).

Southern Maryland Library Association (SMRLA) Report

- SMRLA hopes to have a salary study completed by January 2014
- A consultant has agreed to look at the lobby at Charlotte Hall for possible changes.
- Polaris contract is still under development. Hope to have SMRLA Board approve the contract at the November 2013 meeting.
- Zinio will be available to the public starting October 1, 2013. SMRLA is paying the cost of the software connection and each library system has contributed \$1,000 towards the cost of content.

Director's Report by Kathleen Reif

- Distributed: various newspaper articles about the library; a flyer from Defying Definitions Public Dialogue Series in Southern Maryland; approved June minutes; FY2014 monthly business and budget reports for July and August. (*Attached*)

Voted to approve the FY2014 Budget as presented.

- On the first Sunday (Sept. 8) the Lexington Park Library was open, there were 383 customers who checked out 898 items.
- Leonardtown Renovation is moving along: Morgan Design should return in Oct or Nov to let us know the cost of the scope of work outlined in the proposal.

Voted to close all Libraries on December 6, 2013 for the Annual Staff Development & Volunteer Day.

- Ms. Reif requested that the Library Board send an email to the Board of County Commissioners regarding the growing problems with the parking situation at the Charlotte Hall Library because of the busy Farmers Market. The Board agreed this was a very dangerous situation and a message should be sent to the BOCC requesting that the Farmers Market be moved for the 2014 season. Ms. Reif will draft a message for editing by the Library Board.

10:45 AM CLOSED SESSION for interviews of attorneys to be hired as the Library's legal representative.

11:55 AM OPEN SESSION

Voted to appoint Joshua Brewster as the library's legal representative. Mr. Brewster's FY 14 contract will be on an annual retainer, without regard to actual time spent. The Board will decide if the FY 2015 contract should be revised to an hourly cost, on an as-needed basis.

Next Meeting: **October 22, 2013 at the Lexington Park Library.**