

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

Meeting Minutes

Date of Meeting: December 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; Alan Dillingham, Vice-President; Carole Romary, Treasurer
Jim Hanley, Carolyn Guy, Lynn Newkirk;

Members excused: None

Staff present: Kathleen Reif, Director; Phyllis Krasnokutsky, Administrative Assistant; Joshua
Brewster, Library Legal Counsel

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

President's Report by Joan Springer

Voted to approve the Expenditure Approval Lists (EALs): 11/122/13 and 12/6/13.

Treasurer's Report

- Distributed the December Treasurer's Report
- Distributed the *Report of Vanguard Dividend Income Expended in 2013 and Recommended for 2014 and Recommended Expenditures from the 2013 Vanguard Dividend Income memo. (Attached).*

Voted to approve the 2013 Vanguard Dividend Expenditures as presented.

Southern Maryland Library Association (SMRLA) Report

- No report as meeting is scheduled for December 18, 2013.

Library Attorney Report by Joshua Brewster

- Reviewed suggested changes to the Library's Personnel Manual.

Vote to approve Personnel Manual changes as presented.

- Distributed copies of and reviewed proposed changes to the MOU with the BOCC and the DRAFT Lease with the BOCC. *(Attached)* Ms. Reif and Library Attorney Joshua Brewster will schedule another meeting with County Attorney George Sparling.

Director's Report by Kathleen Reif

- Distributed: various newspaper articles about the library; approved October minutes; FY2014 monthly business and budget reports for November. *(Attached)*
- Distributed copies of New Open Meetings Act Training Requirements. *(Attached)* It was agreed that Director Reif will take the online training by March 15, 2014.
- Distributed and reviewed recommendations for the Library's Fy2015 Operating Budget Request. *(Attached)*

- Distributed copy of costs, received from the architect, for the Leonardtown Library Renovation. (*Attached*).
- Provided an update on the recent Staff Development Day.
- Reviewed upcoming important dates.

Unfinished Business

- Updated the Board on the Charlotte Hall parking lot situation.

New Business

- Presented a draft of the 2013 Annual Report. It will be an eReport to be distributed in mid January.
- Nominating Committee submitted the following slate for 2014 Library Board Officers:
 - Joan Springer, President
 - Carolyn Guy, Vice President
 - Carole Romary, Treasurer

Voted to accept the recommended slate as presented. The final vote will occur at the January 2014 meeting.

Meeting adjourned at 11:35.

Next Meeting: January 21, 2014 at the Leonardtown Library.