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

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.