

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

Meeting Minutes

Date of Meeting: June 18, 2013

Joan Springer, President, called to order at 9:01 AM the meeting of the St. Mary's County Board of Library Trustees at the Lexington Park Library.

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

Members excused:

Staff present: Kathleen Reif, Director; Phyllis Krasnokutsky, Administrative Assistant; Mary Anne Bowman, Branch Manager, Lexington Park Library, Kimberle Fields, Library Associate II, Lexington Park Library; Melissa Racine, Library Associate II, Lexington Park Library; Amanda Ellington, Assistant Branch Manager, Lexington Park Library and Rachel Adler, Lindsey Rudolph Intern.

HIP HIP HOORAYs were presented to the following staff:

- **Kimberle Fields** for leading the United Way campaign at the Lexington Park Branch.
- **Mary Anne Bowman** for leading the March of Dimes Blue Jeans for Babies for the library system
- **Melissa Racine** for leading Project WARM for the library system.

Sara Stephenson gave a presentation on eBooks, eReaders and how this impacts libraries.

Amanda Ellington introduced this year's Lindsey Rudolph Intern, Rachel Adler.

Voted to accept minutes of the May 29, 2013 meeting as presented.

President's Report by Joan Springer

Voted to approve the Expenditure Approval Lists (EALs): 5/24/13 and 06/07/13.

Treasurer's Report

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

Southern Maryland Library Association (SMRLA) Report by Carolyn Guy

- There was no meeting in June

Director's Report by Kathleen Reif

- Health Connections will be providing Smoking and Tobacco Free signs, for all library branches, at no cost to the Library.
- Carolyn Guy made a donation to the Lindsey Rudolph Fund in honor of Everlyn Holland's 80th birthday.

- Distributed: approved April minutes; YTD business and revenue report; monthly budget summary and a Draft Budget Amendment for end of FY2013 which will be updated and sent out via email for their approval. (*Attached*)
- Reviewed report on the results of the FAX24 system. Ms. Reif recommends that we remain with FAX24 and expand it to purchase prepaid cards for customers who do not have charge cards.

Voted to provide all customer faxing services through FAX24 at all branches.

- Updated Board on the status of Public Officials Liability Insurance policy. Coombs & Drury Insurance Agency has secured a policy with Darwin Select. This will take effect June 19, 2013.
- Tentatively scheduled an OPEB trust fund update meeting with Joe Chadwick of Asset Strategy for August 30, 2013.
- Rescheduled October 2013 Board meeting from Oct. 15 to Oct. 22 at the Charlotte Hall Library to accommodate Ms. Reif's schedule.
- Update on the status of the OR14 process.
- Updates: As of Monday, 6/17/13, 1818 youth had signed up for the Summer Reading program; for the third year, DSS will provide staff from their Youth Services Program to work in our libraries; each branch is hiring one additional page to work for 8 weeks during the summer.

Mary Anne Bowman, Lexington Park Branch Manager, led the Board on a tour of the Lexington Park Library.

Unfinished Business:

- Reported that the Library had purchased a Dodge Grand Caravan from Park Dodge for the WoW! service. The wrap has been removed from the existing WoW van. Staff will work with Hilltop Graphics to design the wrap for the new van. The 2002 Chevy Venture was traded in to make this purchase. The old WoW van will now be used by staff to attend meetings.
- We will have a ribbon-cutting event at the Lexington Park Library on Sunday, September 8th to celebrate the resumption of Sunday hours.

New Business:

- Ms. Reif reviewed the Library Director's Performance Appraisal Timeline.

11:40 AM Meeting adjourned

Next Meeting: July 16, 2013 at the Leonardtown Library.