

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

Meeting Minutes

Date of Meeting: February 19, 2013

Joan Springer, President, called to order at 9 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, and Janice Walthour
Staff present: Kathleen Reif, Director; Robert, Palmer, Info Technology Manager.

Voted to accept minutes of the January 15, 2013 meeting as presented.

President's Report by Joan Springer

Voted to approve the Expenditure Approval Lists (EALs): 1/18/13; 1/31/13.

Treasurer's Report

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

Southern Maryland Library Association (SMRLA) Report by Carolyn Guy

- Annual meeting was held February 12 and was attended by our Board members.
- The search process for a new ILS vendor is proceeding according to schedule. A decision is scheduled to be made by June 2013.

Director's Report by Kathleen Reif

- Distributed: approved December minutes; YTD business and revenue report; monthly budget summary. (*Attached*).
- FY2014 Library Budget Request was discussed. (*Attached*)

Voted to approve the Library's FY 2014 Operating Budget Request which was delivered to the County Finance Office on February 8th.

- Half Day Staff Development Sessions: discussion.

Voted to close the branches from 9AM to 1PM on the following Fridays to provide time for staff training: April 12, Lexington Park; April 19, Leonardtown; May 3, Charlotte Hall.

- Updates: Captain Steven Hall from County Sheriff's Department met with managers to review our security procedures; distributed eBook FAQs from ALA Mid-Winter Conference.

New Business

- Director Reif met with County Attorney George Sparling to discuss options for library to receive legal consultation and representation. Mr. Sparling suggested we include \$5,000 for legal services in FY14 budget request. Mr. Sparling will support this request to the BOCC. Once the funding is approved, we will then issue a RFP for an attorney to serve on an as-needed basis.
- Surety Bond for the Library Board Treasurer: Ms. Reif has learned that the county's insurance policy for the Library Board does not include bonding for the Treasurer. Ms. Reif received a quote of \$450 to bond our treasurer. The Library Board instructed her to pursue the purchase of this policy, recognizing that both the President and the Treasurer can sign checks from the Board account.

Staff Report by Robert Palmer on the Information Technology accomplishments from FY 2008 to present. Robert Palmer was awarded a St. Mary's County Library Hip Hip Hooray certificate for being "Our Force Multiplier."

Unfinished Business

- Leonardtown Library Renovation: County Procurement Office issued a Design RFQ (Request for Qualifications) on February 7th. Responses are due March 15, 2013.
- Retiree Health Trust: reviewed history of this project and informed Board that funds will be transferred from the MLGIP account into the investment accounts in 4 equal installments from March through June 2013. It was requested that the official documents be emailed to the new Board members. (*Attached*)

12:00 PM: Meeting adjourned

Next Meeting: **March 19, 2013 at the Lexington Park Library. (Location was subsequently changed to Leonardtown Library.)**