

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

Meeting Minutes

**Date of Meeting:** March 19, 2013

Alan Dillingham, Vice President, called to order at 9:35 AM the meeting of the St. Mary's County Board of Library Trustees at the Leonardtown Library.

Members present: Alan Dillingham, Vice-President; Carole Romary, Treasurer; Jim Hanley, Carolyn Guy, Lynn Newkirk, and Janice Walthour  
Member excused: Joan Springer, President  
Staff present: Kathleen Reif, Director; Phyllis Krasnokutsky, Administrative Assistant; Marilyn Lash, Library Publicity Specialist; and Mary Anne Bowman; Lexington Park Branch Manager.

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Marilyn Lash announced that Kathleen Reif had been awarded the American Library Association's 2013 Sullivan Award for Public Library Administrators Supporting Services to Children by the American Library Association. The award will be presented at the ALA Conference in Chicago on June 30<sup>th</sup>.

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

**President's Report by Alan Dillingham**

**Voted to** approve the Expenditure Approval Lists (EALs): 2/15/13, 3/01/13 and 3/15/13.

**Treasurer's Report**

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

**Voted to** increase the Library's Crime and Fidelity Coverage policy to cover up to \$150,000.00 for the Library Board and Staff.

**Southern Maryland Library Association (SMRLA) Report by Carolyn Guy**

- The search process for a new ILS (Integrated Library System) vendor is proceeding according to schedule.
- SMRLA is losing 3 employees – 2 in IT and 1 in Technical Services.
- SMRLA employees will get a 1% COLA and merit increases of 2, 3 ½ and 5% depending on their performance evaluations.

**Director's Report by Kathleen Reif**

- Recommended that they visit Lexington Park Library to see the Teen Art Exhibit; distributed various newspaper articles showcasing the Library; Sara Stephenson has been accepted into the University of Maryland's iSchool eGov MLS program, on a full scholarship; Shelby Oller, Lexington Park's PTA is leaving to work full time at the Calvert Library.
- Distributed: approved December and January minutes; YTD business and revenue report; monthly budget summary. (*Attached*).

**Voted to** upgrade the existing EAP program, in FY 2014, from one to three counseling sessions per employee.

- Updated the Board on the FY2014 budget after attending a Budget Work Session on Monday, 3/18/13.
- Ms. Reif recommends that we purchase a new van for the WOW service. The interior of the current van is an awkward shape for the materials delivered to the providers. We would trade in the older van which is currently used for staff to attend meetings. Two purchase options were presented: purchase vs leasing. The Board agreed that the purchase option was more appropriate for the library. The purchase will be made in either late FY13 or early FY14. Final decision was deferred until the May 2013 meeting.
- Update on the RFQ for the Leonardtown Library Renovation: 8 responses were received by the deadline March 15. Ms. Reif is one of three members of the Technical Review Team.

**Unfinished Business:**

- Mary Anne Bowman presented information about the reorganization of the Branch Management Team at Lexington Park. Ms. Reif updated the Board on how this reorganization has been adapted to meet the needs of the Charlotte Hall and Leonardtown branches.

**New Business:**

- Mary Anne Bowman explained the Behavior Guidelines and Suspension of Privileges Policy.

**Upcoming Events:**

- Reviewed upcoming event dates.

12:00 PM: Meeting adjourned

**Next Meeting:        April 16, 2013 at the Leonardtown Library.**