

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

Meeting Minutes

**Date of Meeting:** May 20, 2014

Joan Springer, President, called to order at 9:00 AM the meeting of the St. Mary's County Board of Library Trustees at the Lexington Park Library.

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

Members excused: Lynn Newkirk

Staff present: Kathleen Reif, Director; Mary Anne Bowman, Deputy Director; and Phyllis Krasnokutsky, Administrative Assistant

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Presented a Hip Hip Hooray to Mary Anne Bowman for her work on the March of Dimes Fundraiser.

Mary Anne Bowman reported on being a member of the 2014 Leadership Southern Maryland Class.

**Voted to** accept minutes of the April 15, 2014 meeting as presented.

**President's Report by Joan Springer**

**Voted to** approve the Expenditure Approval Lists (EALs): 4/25/14 and 5/9/14.

**Treasurer's Report**

- May Treasurer's Report distributed (*Attached*).

**Southern Maryland Library Association (SMRLA) Report**

- Reviewed preparation for the Polaris go live date of May 15.
- Increased their EPLI and added Internet Security to their insurance policies.
- Increased the Advantage Ebook Program by \$10,000.
- Provided an update on the processing backlog
- Explained that Calvert County Library would be handling distribution of online credit card payments until Polaris was able to fix the program to do that automatically.

**Director's Report by Kathleen Reif**

- Distributed: approved March minutes; FY2014 monthly business and budget reports for April; and 2014 Summer Program Brochure. (*Attached*)
- Distributed a page from a BOCC budget work session document which detailed how the County's Fund Balance is allocated. (*Attached*)
- Reviewed Projected Revenue for FY2014....we should collect the projected \$250,000.
- Reported that the recent transition to Polaris went extremely well. As a thank you, a gift basket was sent to SMRLA staff, from the Board and the Management Team, and a spa gift certificate was sent to Jennifer Falkowski, from the Management Team.
- Ms. Reif has been in touch with John Walters, from Edward Jones and he believes that he will be able to help the Library sell the Rite Aid stock that was given as a donation.

- Distributed a copy of the information page, currently on our website, informing the public about the Leonardtown Renovation and its timeline.
- Update on a meeting with county department heads and county administrator concerning the parking situation at Charlotte Hall Library during the Farmer's Market. Ms Reif distributed a draft of a hand out to be given to concerned customers.

10:30 AM – Amy Ford, Lexington Park Branch Manager, provided a tour of the Lexington Park Library.

- Updated the Board on the responses received by the County to their RFP for a new Auditor. They received only two responses. They scheduled interviews for May 27.
- Discussed the renewal of Attorney Joshua Brewster's contract for FY2015.

**Voted to** renew Joshua Brewster's contract on an hourly basis for FY2015, at a rate of \$200 per hour.

- Cancelled the July 2014 Library Board Meeting due to summer vacation schedules.
- **Updates:** Catherine DiCristofaro has been accepted in MD's Library Leadership Institute for 2014; reported on meetings with various BOCC Candidates; updated the Board on a proposed new site for the FOL Book Donation/Storage site; various community events the Library attended.

**Meeting adjourned at 11:20 AM for an Executive Session to discuss a personnel situation.**

Executive Session adjourned at 11:45 AM

Meeting adjourned at 11:46 AM

**Next Meeting: June 17, 2014 at the Charlotte Hall Library.**