

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

Meeting Minutes

**Date of Meeting:** January 21, 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 Leonardtown Library.

Members present: Joan Springer, President; Alan Dillingham, Vice-President; Jim Hanley; Lynn Newkirk.  
Members excused: Carole Romary, Treasurer; Carolyn Guy; Janice Walthour  
Staff present: Kathleen Reif, Director; Phyllis Krasnokutsky, Administrative Assistant; Joan Bauk, Leonardtown Library Associate II; Amy Watson, Charlotte Hall Library Associate II

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Amy Watson and Joan Bauk gave a presentation on their recent LATI Attendance and were awarded Hip Hip Hooray Certificates.

**Voted to** accept minutes of the December 17, 2013 meeting as presented.

**President's Report by Joan Springer**

**Voted to** approve the Expenditure Approval Lists (EALs): 12/20/13 and 1/3/14.

**Treasurer's Report**

- The January Treasurers Report will be presented at the February meeting.
- A customer donated 1,000 shares of Rite Aid Stock to the Library. The Treasurer will cash in the stock and deposit the funds into the Vanguard account.

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

- A schedule has been set for Polaris training and implementation. SMRLA hopes to go live by May 15, 2014.
- Annual SMRLA Executive Board meeting will be held on February 11, 2014 and all library board members are invited to attend.
- SMRLA's Compensation Study is on hold pending more information to be presented to the SMRLA Board.
- SMRLA Representatives for 2014 will be: Joan Springer, Carole Romary and Carolyn Guy.

**Director's Report by Kathleen Reif**

- Distributed: various newspaper articles about the library; approved November minutes; FY2014 monthly business and budget reports for December. *.(Attached)*
- The Library's 2013 Annual Report has been distributed via email and one paper copy is posted in each library.
- Distributed suggested change to the Library's Personnel Manual regarding the wording for the annual leave section. After discussion, Ms Reif was advised to edit the revision and to bring it back to the February meeting for further discussion and vote.
- Ms. Reif updated the Board on the status of finding a location for the Friends of the Library to store donated books.

- Distributed and reviewed recommendations for the Library's FY 2015 Operating Budget Request.*(Attached)*

**Voted to** approve the Library's FY 2015 Operating Budget Request to the County.

- Distributed copies of the County's Annual Financial Disclosure form required by all Board members. *(Attached). Ms. Reif requested that all Board members complete and bring to the February meeting so she can send them over to the County Attorney's office.*
- The staff donated \$8,900 to the United Way in this year's campaign.

**New Business**

- Ms. Reif presented a proposal to digitize *The Enterprise* and *The Beacon* newspapers. The board requested two additional proposals before making a decision.
- Distributed a copy of the MD State Retirement & Pension System Compliance auditor's report: "...overall the report for the Library was very good with only two minor findings."

**Meeting adjourned at 11:05.**

**Next Meeting: February 18, 2014 at the Leonardtown Library.**