

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

Meeting Minutes

**Date of Meeting:** October 22, 2013

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: Alan Dillingham, Vice-President; Carole Romary, Treasurer Jim Hanley, Carolyn Guy, Lynn Newkirk

Members excused: Joan Springer, President; Janice Walthour

Staff present: Kathleen Reif, Director; Phyllis Krasnokutsky, Administrative Assistant; Mary Anne Bowman, Lexington Park Branch Manager; Lisa Brown and Leah McConnell of Murphy & Murphy CPA, LLC and Joshua Brewster, Library Legal Counsel

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

**President's Report by Alan Dillingham**

**Voted to** approve the Expenditure Approval Lists (EALs): 9/13/2013, 9/27/2013 and 10/11/2013.

**Treasurer's Report**

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

**Voted to** approve the expenditure amounts of \$489.00 from the Lindsey Rudolph Vanguard Account and \$1097.82 from the Library Board Vanguard account to cover the \$1,586.82 salary cost of the 2013 Lindsey Paul Rudolph Intern.

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

- Reviewed the SMRLA FY2013 Audit Report
- At the November 12, 2013 meeting, the Board will be presented with the contract for the ILS system, Polaris, for their approval. This will allow SMRLA to convene the regional migration team to move from SIRSI to Polaris.
- Zinio has been released for our customers.
- Even though SMRLA will be closed on the day after Thanksgiving, deliveries will still be made to all libraries that are open.

**Introduced** Joshua Brewster, Library Legal Counsel. He and Kathleen will be meeting with George Sparling and Rebecca Bridgett of the County to review our MOU with the BOCC.

Lisa Brown of Murphy & Murphy presented the Library's FY2013 Audit Report. Lisa stated it was an "unmodified" opinion.

**Voted to** accept the FY2013 Audit Report as presented.

Mary Anne Bowman conducted a tour of the Lexington Park Library.

**Director's Report by Kathleen Reif**

- Distributed: various newspaper articles about the library; approved July minutes; FY2014 monthly business and budget reports for September.*(Attached)*
- Leonardtown Renovation update: a second meeting with the architect Jeff Morgan occurred on Oct. 7. The architect hopes to have a cost for the renovation by December 2013.
- Ms. Reif has requested that she be permitted to obtain quotes on incorporating RFID in all library branches. This will increase conveniences for customers, staff efficiency and will provide more accurate inventory control. The Board agreed that we should look into this.
- The County has received the Board's letter regarding the Charlotte Hall Parking lot situation. County Administrator Rebecca Bridget has been in communication with Ms. Reif.
- Ms. Reif and the managers requested that the following revisions and additions be made to the Work Rules in the Personnel Manual:
  - #17. Library buildings and campuses are smoking free and tobacco free.
  - #21. Included no use of cell phones while driving library vehicles.
  - Added: #23. All employees shall read the Staff News Intranet site and their work email account at least once each work day.

**Voted to** approve these revisions and the addition to the Work Rules in the Personnel Manual.

- Staff Updates: It was announced that Janis Cooker, Youth Coordinator, has tendered her resignation effective May 2014 and Marilyn Lash, Publicity Specialist is scheduled to retire in the late Summer or Fall of 2014. The Management Team, along with all Assistant Branch Managers, will be meeting on 11/20/13 to discuss how this might present us with an opportunity to reorganize our system level responsibilities. An additional 18-hours per week Security Associate has been hired for Lexington Park.
- Reviewed upcoming events and dates.

**Unfinished Business**

- Discussion of the Optimistic Realism FY 2014 plan which was presented at the September meeting.

**Voted to** accept the Optimistic Realism FY2014 Plan as presented.

**New Business**

- The Executive Session was postponed until the November Board Meeting.

**Meeting Adjourned at 11:35 AM**

**Next Meeting: November 19, 2013 at the Charlotte Hall Library.**