

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

Meeting Minutes

Date of Meeting: March 26, 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; Carolyn Guy, Vice-President; Carole Romary, Treasurer; Janice Walthour; Jim Hanley; Lynn Newkirk.

Members excused: Alan Dillingham

Staff present: Kathleen Reif, Director; Phyllis Krasnokutsky, Administrative Assistant; Kathleen Roy; Jill Hutchison, Leonardtown Assistant Branch Manager; and Alesha Verdict, Charlotte Hall Assistant Branch Manager.

February 2014 meeting was canceled, due to Director's shoulder injury. The regularly scheduled March 18th meeting was rescheduled to March 26 due to weather.

Kathleen Roy was presented with an engraved key ring to commemorate her retirement and 16 years of service to St. Mary's County Library.

Alesha Verdict and Jill Hutchison provided an overview of the Library's transition to the new Polaris Computer System.

Voted to close all libraries on May 15, 2014 to support staff on this 1st day going live with the Polaris system.

Voted to accept minutes of the January 21, 2014 meeting as presented.

President's Report by Joan Springer

- Thanked Jim Hanley and Lynn Newkirk for attending the County Commissioners Volunteer Appreciation Reception.
- Distributed a letter from the library's attorney Joshua Brewster, in response to a letter from a former employee.

Voted to approve the Expenditure Approval Lists (EALs): 1/17/14, 1/31/14, 2/14/14, 2/28/14, 3/14/14.

Treasurer's Report

- January, February and March Treasurer's Reports.
- The Treasurer will determine how to cash in the 1000 shares of Rite Aid stock donated to the Library in December 2013.

Voted to approve reimbursing Ms. Reif, in the amount of \$242, for two retirement gifts and flowers for the FOL Book Sale Chair.

Southern Maryland Library Association (SMRLA) Report

- Working on increasing the MLS reimbursement grant back up to \$5,000 for each county.
- FY2015 budget was presented with a 1.5% COLA for all staff and anywhere from a .05% to 2% merit increase.
- Discussed the negative impact of SMRLA's 6 week backlog in processing materials.

Voted to elect the new officers as presented by the 2014 Nominating Committee: Joan Springer as President, Carolyn Guy as Vice-President, Carole Romary as Treasurer.

Director's Report by Kathleen Reif

- Distributed: various newspaper articles about the library; talking points about the importance of libraries; approved December minutes; FY2014 monthly business and budget reports for January and February. *(Attached)*
- Distributed three project sheets from the FY15 Recommended Capital Budget: Leonardtown Library Renovation, Charlotte Hall Farmers Market, parking lots.
- Reported on the success of the Senior Community Service Program in place at Leonardtown. Still looking for a person for Charlotte Hall and Lexington Park.
- Distributed revised FY2015 Budget Request which includes one step increase, on month of hire, for all eligible staff and a 5.8% decrease in health insurance costs.

Voted to approve the Revised FY2015 Budget Request.

- Reported we had received the first invoice from Asset Strategy for managing the OPEB Trust fund.
- Distributed suggested change to the Library's Personnel Manual regarding the wording for the annual leave section.

Voted to approve changes to the Annual Leave policy in the personnel manual as presented.

- Explained the library system reorganization which was made possible by pending retirements of two staff members.
- **Updates:** FOL Annual book sale was a great success; the FOL Board has not found a new location for their book donation storage; Lexington Park Library new lobby floor and removal of cabinets in the lobby has been completed; distributed invitation to Janis Cooker's retirement party; suggested that board members attend the LWV candidate forums to be held in April.

Old Business

- Collected completed Financial Disclosure forms to be sent to the County Attorney's Office.
- Distributed Maryland's Open Meetings Act and a comparison between State requirements and County requirements. The following have a Certificate of Completion for the virtual class entitled Maryland's Open Meetings Act: Kathleen Reif, 2/21/14; Joan Springer, 3/3/14; Carolyn Guy, 2/27/14.

Meeting adjourned at 11:45.

Next Meeting: April, 15 2014 at the Leonardtown Library. The meeting will convene at the BOCC meeting for the presentation of a Proclamation of Appreciation to Janis Cooker upon her retirement.