

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

Meeting Minutes

Date of Meeting: May 29, 2013

Joan Springer, President, called to order at 9:01 AM the meeting of the St. Mary's County Board of Library Trustees at the Charlotte Hall Library.

Members present: Joan Springer, President; Carole Romary, Treasurer; Jim Hanley, Carolyn Guy, and Janice Walthour

Members excused: Alan Dillingham, Vice-President and Lynn Newkirk

Staff present: Kathleen Reif, Director; Phyllis Krasnokutsky, Administrative Assistant; Jackie Williams, Circulation Assistant, Charlotte Hall and Catherine DiCristofaro, Library Associate II, Charlotte Hall.

HIP HIP HOORAY presented to Jackie Williams for United Way Leadership at the Charlotte Hall Branch.

Catherine DiCristofaro gave an overview of the 2013 Summer Reading Program and Events.

Voted to accept minutes of the April 16 2013 meeting, with correction to the spelling of a name.

President's Report by Joan Springer

Voted to approve the Expenditure Approval Lists (EALs): 04/30/13 and 05/09/13.

Treasurer's Report

- Distributed the May Treasurer's Report and an Analysis of the Board's Vanguard Investment (*Attached*).

Southern Maryland Library Association (SMRLA) Report by Carolyn Guy

- The ILS search team has narrowed down the search for a new vendor to 3. As of this meeting one had been unanimously selected but the name has not been released.
- Negotiating with a consultant to have a salary only study done for SMRLA staff.
- A draft of their Strategic Plan was discussed and approved.

Director's Report by Kathleen Reif

- Distributed various newspaper articles about the Library.
- Distributed: approved March minutes; YTD business and revenue report; monthly budget summary;
- Distributed chart showing projected expenses through the end of FY2013. (*Attached*). Discussed the need for a new van for the WoW! service.

Voted to allow up to \$30,000 for the purchase of a new van and wrap from the FY2013 Operating Budget.

Presented Amy Ford with a desk top nameplate, in honor of the completion of her MLS degree.

Amy Ford led the Board on a tour of the Charlotte Hall Library.

- Leonardtown Library Renovation update: 4 firms were selected to provide cost bids on the renovation. Cost estimates are due to the County by May 31, 2013.
- BOCC approved the Library's FY2014 budget, which provides additional funds to open the Lexington Park Library on Sundays, starting September 8, 2013.

Voted to accept the FY2014 Library Operating Budget of 05/28/13 as presented (*Attached*).

Voted to cancel the August 2013 Library Board Meeting.

- Updates: Ms. Reif provided a summary of her meeting with the new County Administrator Rebecca Bridget; the tri-annual Retirement Audit was conducted and we are awaiting results.

New Business:

- Ms Reif was informed by County Risk Manager that the County's LGIT policy no longer provides Public Officials Liability Insurance for Library Board Members. The Library's insurance agent is in the process of getting the cost to add the Library Board to the Library's existing EPLI (Employee Practices Liability Insurance) policy.
- Discussed the negative consequences of allowing customers and staff to smoke on library property: customers and staff must walk through clouds of secondhand smoke and cigarette butts litter the entrance ways. Ms. Reif requested that we not allow smoking on library property.

Voted to make all Library property No Smoking Zones.

Unfinished Business:

- Distributed the revised Salary Policy section of the Personnel Manual (*Attached*).

Voted to incorporate the changes to the Personnel Manual as presented.

11:30 AM Meeting adjourned

Next Meeting: June 18, 2013 at the Lexington Park Library.