

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

Meeting Minutes

Date of Meeting: April 21, 2015

Joan Springer, President, at 9:20 AM, called to order 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; Lynn Newkirk, Treasurer; Janice Walthour; Jim Hanley; Alan Dillingham, Carole Romary.

Staff present: Kathleen Reif, Director; Phyllis Krasnokutsky, Administrative Assistant; Mary Anne Bowman, Deputy Director; Cassondra Koldewyn, Leonardtown Librarian

Attended a presentation at the CSMC meeting for proclamation celebrating National Library Month.

HIP HIP HOORAY certificate awarded to Cassie Koldewyn for AskUsNow! exemplary service.

Voted to accept the minutes of the March 10, 2015 meeting as presented.

President's Report

Vote to approve the Expenditures Approval List (EALs): 2/13/15, 2/27/15, 3/13/15, 3/27/15 and 4/10/15.

Treasurer's Report

- April Treasurer's Report distributed and approved (*Attached*).

Southern Maryland Library Association (SMRLA) Report

- Reviewed some elements of SMRLA's FY2016 Budget
- Discussion on changing the SMRLA compensation process.

Director's Report by Kathleen Reif

- Distributed: approved January 2015 minutes; FY2015 March business and budget reports (*Attached*)
- Updated the Board on a DLDS Pilot program – Family Coding Club to take place in July 2015 for 4 weeks. We are one of 5 counties in Maryland participating in this program.
- Updated the Board on the very successful Jim Gill Performance for families and training for Day Care providers which was held at Lexington Park Library April 18-19 with FOL funding.
- CSMC's FY2016 Recommended Budget: Operating budget includes an additional \$90,000 to cover costs for one step for eligible staff, increased health costs, and cost to move to Quick Books Online. Capital budget includes a new Leonardtown Library with design funds in FY 16 and construction funds in FY 18. It does not appear to include funds to move the Farmer's Market away from the Charlotte Hall Library parking lot.
- Compensation Study Recommendations: Distributed revised memo with the Library Director's recommendations (*Attached*). Discussion on the process conducted by Frank & Wheeler and the recommendations.

Vote to accept the recommendations in the Compensation Study Memo as presented.

- Updated the Board on the meeting with SMRLA about the square feet allocation at Charlotte Hall. Sharan Marshall was advised that the desk in the lobby would be removed.
- July 4th holiday schedule: July 4th falls on Saturday this year and the county and federal government will close Friday, July 3. Ms. Reif asked that the Board approve closing the library Friday, July 3rd through Sunday, July 5th so all staff could enjoy a long week-end.

Vote to close the library Friday, July 3 through Sunday, July 5th, 2015.

- Provided an update on the landscaping project done by Level Green to create a Memorial to Sister Sara Ann Abell, founder of the St. Mary's County Literacy Council.
- Mary Anne Bowman provided an update on the FOL Book Sale: \$25,000 will be given to the library for programs and \$2,500 will be given to the WOW Outreach Service. She also provided an update on the Electronic Devices Charging Stations at each library which have been provided by the County's Emergency Services Department.

10:50 AM Meeting went into Executive Session for personnel discussion.

11:15 AM Executive Session ended and meeting ended.

Next Meeting: May 19 2015 at the Charlotte Hall Library.