

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

Meeting Minutes

**Date of Meeting:** August 19, 2014

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

Members excused: Joan Springer, President

Staff present: Kathleen Reif, Director; Mary Anne Bowman, Deputy Director; Phyllis Krasnokutsky, Administrative Assistant; Jill Hutchison, Leonardtown Assistant Branch Manager, Kathy Faubion, Leonardtown Library Associate II; and Sue Clifton, Leonardtown Circulation Assistant II

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Presented a Hip Hip Hooray Certificate to Sue Clifton for her work on the 2013 United Way Campaign.

Presented an engraved Desk Plate to Jill Hutchison upon completion of her MLS degree.

Kathy Faubion presented information about the library's Job Seeking Services.

**Voted to** accept the minutes of the June 17, 2014 meeting as presented. There was no meeting in August.

**President's Report by Vice-President Carolyn Guy**

**Voted to** approve the Expenditure Approval Lists (EALs):6/19/14, 7/2/14, 7/17/14, and 7/31/14.

**Treasurer's Report**

- July and August Treasurer's Reports distributed (*Attached*).
- Update provided on Newspaper Digitization project.

**Voted to** approve payment of \$8,359.20 to Balance Imaging Solutions from the Library Board's Vanguard account.

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

- No August meeting

**Director's Report by Kathleen Reif**

- Distributed various newspaper articles about the Library.
- Distributed: approved May 2014 minutes; FY2014 End of Year business, budget reports and budget amendment; FY2015 July business and budget reports; and FY2014 Noteworthy Accomplishments Chart (*Attached*)

**Voted to** approve the FY2014 End of Year Budget Amendment.

**Voted to** approved Murphy and Murphy, CPA LLC as the Fy2014 Library Auditors.

- Provided an update on Polaris online payments being managed by Calvert Library staff.
- Update on the Leonardtown Renovation project. The architect will be coming into town within the next two weeks and Ms. Reif encouraged Board members to attend. We need further clarification on the phasing process they are recommending.
- Updated the Board on the status of the Lease for Charlotte Hall. We do not believe that SMRLA has replied to the county attorney's letter.

10:50 AM – Board went into Executive Session to discuss the Compensation and Classification Study Proposal.

Executive Session adjourned at 11:30 AM

**Voted 5 to 2 to** accept the Compensation and Classification Study from Frank & Wheeler Group, LLC. (Jim Hanley and Joan Springer, via proxy, voted Nay.)

- Discussed revision of the Library's Solicitation Policy. Ms. Reif will revised policy and submit for discussion and approval at the September Board Meeting.
- Reviewed highlights from the Director's FY2014 Report. There were not comments or suggestions.
- **Updates:** The Lexington Park staff ramp has been installed; we will schedule Joe Chadwick of Asset Strategy to attend the September meeting to provide an update on the status of the OPEB Trust Account; Charlotte Hall Library will be the site for a Veterans Book Group sponsored by the MD Humanities Council.

**Meeting adjourned at 12:04 PM**

**Next Meeting: September 16, 2014 at the Leonardtown Library.**