

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

Meeting Minutes

Date of Meeting: January 20, 2015

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: Carolyn Guy, Vice-President; Carole Romary, Treasurer; Janice Walthour; Jim Hanley; Alan Dillingham, Lynn Newkirk
Member excused: Joan Springer, President;
Staff present: Kathleen Reif, Director; Phyllis Krasnokutsky, Administrative Assistant; Mary Anne Bowman, Deputy Director; Natasha Francis and April Pennington, Leonardtown Circulation Assistants

HIP HIP HOORAY certificates were awarded to the following staff: April Pennington, Leonardtown United Way Coordinator; Natasha Francis, Tree of Warmth Coordinator; Mary Anne Bowman, March of Dimes Blue Jeans for Babies Coordinator.

Voted to accept the minutes of the December 16, 2014 meeting as presented.

President's Report

- Brief report on the January 13, 2015 Commissioners Public Forum and the public support for a new Leonardtown Library.

Voted to approve the Expenditures Approval List (EAL): 1/2/15.

Treasurer's Report

- January Treasurer's Reports distributed (*Attached*).

Southern Maryland Library Association (SMRLA) Report

- SMRLA has started an in-house staff technology training program.
- Awaiting a letter from the States Attorney on the SMRLA/County lease issue.

Director's Report by Kathleen Reif

- Distributed: approved November 2014 minutes; FY2015 December business and budget reports. (*Attached*)
- **Revised Recommended FY2016 Operating Budget Request.** (*Attached*)

Voted to approve the FY2016 Revised Budget Request as submitted.

- **OPEB Overpayment:** The 2014 Financial Statements disclosed that the Library's OPEB Retiree Health obligation is overpaid by \$252,603. Ms. Reif recommended that the Board discuss and accept a fiscal policy for the annual OPEB Retiree Health Benefit Trust investment. (*Attached*)

- **Voted to** approve the following policy for the OPEB Retiree Health Benefit investment fund:
 - The OPEB obligation should not be overpaid.
 - The Board will continue to allocate, in its annual operating fund, the ARC (Annual Required Contribution) as determined by the bi-annual actuarial study. These funds will pay for current retirees.
 - Funds that remain in this account, at the end of the year, will be invested in the Retiree Health Benefit Trust fund only if the OPEB obligation is not overpaid. If the OPEB obligation is overpaid, the Board will make one of two decisions: 1) leave the money in the library's MLGIP account, to increase the library's "unassigned fund balance", or 2) use the funds for a one-time-only purchase.
 - This decision will be made, and recorded in the Board minutes, at the Library Board's November meeting.
- **Fund Balance Policy Discussion:** Ms. Reif distributed information about the various fund balances required by GASB Statement No. 54. The library's current "unassigned fund balance" is approximately \$315,123. The Board should consider creating a policy for its "unassigned fund balance." The policy would include: guidance on how much of an unassigned fund balance they should attempt to maintain; if the money is spent, it should be for one-time only costs; and any other details they believe are necessary. The Board will instruct Ms. Reif when they want to put this back on the agenda for further discussion and decisions.
- **Leonardtwn Renovation Update:** Customers have requested a petition be placed in all libraries for a new Leonardtown Library. Ms. Reif has decided not to do this and the staff should advise customers to email their opinion directly to the County Commissioners.
- **Updates:** Informed the Board on various library and community outreach projects.
- **Important Dates:** Reviewed dates of events the Board should attend.
- **Compensation & Classification Study Update:** Provided the board with the results of the Compensation & Classification Study conducted by Frank & Wheeler. Requested that the Board review the information and make a final decision no later than the April Board meeting. *(Attached)*

11:21 AM Meeting went into Executive Session.

11:55 Executive Session adjourned

11:55 Re-opened regular meeting and adjourned the meeting.

Next Meeting: **February 17, 2015 at the Leonardtown Library.**