

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

Meeting Minutes

Date of Meeting: March 10, 2015

This meeting was originally schedule for February 17; however, due to 4 different snow cancellations it was held on March 10.

Joan Springer, President, at 9:00 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; Joshua Brewster, Board Attorney

Voted to accept the minutes of the January 20, 2015 meeting as presented.

President's Report

- Recognized receipt of a letter addressed to Commission President Randy Guy, from the Assistant State Superintendent for Libraries, explaining the legal process for appointment of library trustees. This letter was sent to every jurisdiction.

Vote to approve the Expenditures Approval List (EALs): 1/16/15 and 1/30/15.

Treasurer's Report

- March Treasurer's Report distributed and approved with the following correction: the Rudolph Fund's shares owned should read 17,007.71 (*Attached*).

Southern Maryland Library Association (SMRLA) Report

- Distributed SMRLA's Annual Report (*Attached*).
- Discussed letter, dated February 12, 2015, from SMRLA Board President Maureen Cunningham seeking "approval to proceed with developing a new lease with the County, in which St. Mary's County Library and SMRLA are co-tenants." (*Attached*). Library attorney Joshua Brewster provided his legal opinion on the issue. Ms., Reif and Carolyn Guy will draft a reply, copying the same people on Ms. Cunningham's letter, with the results of the following vote.

Vote to approve the discussion of a co-tenancy lease with St. Mary's County Library and Southern Maryland Regional Library Association (SMRLA) as co-tenants, and the Commissioners of St. Mary's County (CSMC) as the landlord.

Director's Report by Kathleen Reif

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

Vote to approve the FY2016 Budget Request as submitted on February 6, 2015.

- **Leonardtown Library Update:** Alan Dillingham, Carolyn Guy and Janice Walthour provided the results of their meeting with Commissioners Jarboe and Hewitt. Kathleen Reif distributed the Leonardtown Library Capital Project Discussion & Decision memo and the FY 2016 Capital Project worksheet dated 2/13/15. *(Attached)*

Vote to support the construction of a new library, provided the funding is in the approved FY 16 Budget, and it will follow the timeline noted on the capital project worksheet: design solicitation, Sept 2015; design award, Jan 2016; building design, June – Dec 2016; bid award, Jan – July 2017.

Vote to request a 37,850 gross square foot one story library, based on the Facility Study's recommendation for 2011 needs, with a flexible design that allows for future expansion.

- Distributed the following: 1) packet of information from the Mayor of Leonardtown, requesting that the new library be located in Downtown Leonardtown; and 2) a copy of the November 2011 letter, from the Library Board to the previous mayor, in response to the same request made in 2011.

Vote to reaffirm the vote taken on November 22, 2011, that the new Leonardtown Library should be located on Leonard's Grant Parkway.

- **Compensation Study Recommendations by the Director:** Distributed several documents for discussion at the April 2015 Board Meeting. At present the county study is suggesting that their pay scale have a 2.5% difference between each step. The Library currently has a 2% difference.
- **Holiday Survey:** At the Board's request, we surveyed staff as to whether they would like to have the current Columbus Day holiday replaced by the day after Thanksgiving. The staff vote was 27 to 15, preferring to close the day after Thanksgiving.

Vote to approve revising the Library's Holiday closings, so that the library will open on Columbus Day and will close the day after Thanksgiving, effective FY2016.

Vote to approve closing each library for a ½ day of staff training as follows: Leonardtown on April 24, Charlotte Hall on May 1 and Lexington Park on May 15.

- **Hoopla:** SMRLA will not allow us to incorporate the titles from Hoopla into the catalog since the other 2 counties are not subscribing to the service.
- **DVD cases:** In FY2016, St. Mary's will begin to be assessed a fee by SMRLA for the extra cases necessary to hold multiple discs for TV Series. St. Mary's is the only county which does not put all the shows of one TV season together in one DVD case. This will cost us approximately \$3,000 in FY 2016.
- **Important Dates:** Reviewed dates of events the Board should attend.

11:45 AM Meeting went into Executive Session for personnel discussion.

11:55 Executive Session adjourned

12:05 Re-opened regular meeting and adjourned the meeting.

Next Meeting: April 21, 2015 at the Leonardtown Library.