

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

Meeting Minutes

Date of Meeting: May 19, 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,

Members excused: Carole Romary

Staff present: Kathleen Reif, Director; Phyllis Krasnokutsky, Administrative Assistant; Mary Anne Bowman, Deputy Director; Alesha Verdict, Charlotte Hall Assistant Branch Manager, Tina Gass, Jackie Williams and Carol Fersch, Charlotte Hall Circulation Assistants.

HIP HIP HOORAY certificate awarded to the following staff:

- Carol Fersch for her work on the Charlotte Hall Tree of Warmth
- Jackie Williams for her work on the Library's United Way Campaign
- Tina Gass and Phyllis Krasnokutsky for becoming Red Cross CPR/AED/1st Aide Trainers
- Alesha Verdict for her work on the MD Humanities Veteran's Book Club

Mary Anne Bowman presented a report on her attendance at the PLA Leadership Institute.

Voted to accept the minutes of the April, 21, 2015 meeting as presented.

President's Report

Vote to approve the Expenditures Approval List (EALs): 4/1/15, 4/24/15 and 5/8/15.

Treasurer's Report

- May's Treasurer's Report distributed and approved with a minor typo (*Attached*).
- Two checks presented to pay for two summer performances.

Southern Maryland Library Association (SMRLA) Report

- No Meeting

Director's Report by Kathleen Reif

- Distributed: approved March 2015 minutes; FY2015 April business and budget reports (*Attached*)
- Updated the Board on the CSMC approval of the FY2016 Operating and Capital budgets.
- Updated the Board on the awarding of Phase II of the Digital Asset Management System contract to Creekside Digital.

10:15 AM Board was led on a tour of the Charlotte Hall Library by Branch Manager Catherine DiCristofaro.

- Updated the Board on the process to move the Library away from the County Finance Department and to Quickbooks Online and ADP for payroll. (*Attached*)

Voted to renew the contract with Attorney Joshua Brewster at the increased rate of \$250.00 per hour.

- Mary Anne Bowman presented an update on this year's Summer Reading Programs and Activities.
- Updates: Annual Friends of the Library Dinner; posted the job for this year's Lindsey Rudolph Intern; staff is conducting a mini-survey to our customers on Computer Classes.

Director Kathleen Reif submitted a letter dated May 18, 2015 stating that she will retire and her last day at work will be September 4, 2015.

11:15 AM Meeting went into Executive Session for personnel discussion.

12:00 PM Executive Session ended and meeting was adjourned.

Next Meeting: June 16, 2015 at the Lexington Park Library.