

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

Meeting Minutes

**Date of Meeting:** November 18, 2014

Joan Springer, President, called to order at 9:00 AM the meeting of the St. Mary's County Board of Library Trustees at the Lexington Park Library.

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

Members excused:

Guest: Joshua Brewster, Library Attorney

Staff present: Kathleen Reif, Director; Mary Anne Bowman, Deputy Director: Phyllis Krasnokutsky, Administrative Assistant; Amy Ford, Lexington Park Branch Manager; Cecelia Thomas, Lexington Park Library Associate; and Leach Kulkowski, Lexington Park Assistant Branch Manager.

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Ms. Reif introduced Leach Kulikowski, the new Assistant Branch Manager at the Lexington Park Library.

Staff Report: Cecelia Thomas reported on the GoodReads program currently in use by Library staff and invited the Library Board members to join.

**Voted to** accept the minutes of the October 21, 2014 meeting as presented.

**President's Report**

**Voted to** approve the Expenditure Approval Lists (EALs): 10/24/14 and 11/07/2014.

- The Nominating Committee of Janice Walthour and Jim Hanley presented the following slate of Board Officers for 2015:
    - Joan Springer for President
    - Carolyn Guy for Vice President
    - Lynn Newkirk for Treasurer
- The 2015 Officers will be voted on at the December meeting and they will begin their term at the January 20, 2015 meeting.

**Treasurer's Report**

- November Treasurer's Reports distributed (*Attached*).
- Paid the balance due to Balance Imaging Solutions in the amount of \$5,423.98 for the newspaper digitization project.
- Provided a check in the amount of \$150.00 to support the MLA Legislative Reception

**Voted to** donate \$250.00 to the Lexington Park Art Gallery Fund at the St. Mary's County Arts Council in memory of Candy Cummings.

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

- No meeting was held in November

Joshua Brewster and Kathleen Reif reviewed various changes to the Library's Personnel Manual.

**Voted to** accept the changes to the Library's Personnel Manual as presented.

Branch Manager Amy Ford led a tour of the Lexington Park Library

**Director's Report by Kathleen Reif**

- Distributed: approved September 2014 minutes; FY2015 October business and budget reports; key facts cheat sheet; 2015 calendar of important dates for the Board. (*Attached*)
- FY2014 Audit Response to MSDE: A copy of Ms. Reif's response to MSDE about the FY2014 Audit was sent to all board members via email. Ms. Reif provided an update on the status of the library moving from the County's H.T.E. program to QuickBooks.
- FY2014 Health Refund: The library received a \$35,136.55 refund check based on FY2014 Health expenses.

**Voted to** provide two (2) health premium holidays to staff, as soon as possible.

- OPEB Actuarial Report: Received an updated actuarial report on the Library's required contributions for FY2016 and FY2017. The ARC (Annual Required Contribution) for FY 16 and FY 17 has decreased by about \$22,000. FY 16, the ARC is \$94,000 and in FY 17, the ARC is \$99,000.
- SMRLA Sublease: The Board requested that Joshua Brewster, Library Attorney, contact SMRLA's attorney to get the sublease finalized and signed.
- Leonardtown Renovation Update: The release date of the Request for Bid is unknown at this time. It doesn't look like it will happen in December. The Renovation Update flyer has been revised to state that the renovation will begin sometime in 2015, without projecting a specific month.
- Holiday Schedules: Discussion about the fact that over the past several years, government employees seem to be getting the day after Thanksgiving off while our staff does not.

**Voted to** have Ms. Reif receive input from staff on possible changes for holiday options.

- **Updates:** Reviewed various upcoming dates and events.

11:15 – Board went into Executive Session to discuss a personnel issue.

11:45 – Board came out of Executive Session and the meeting adjourned.

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