

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

Meeting Minutes

**Date of Meeting:** September 16, 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: Joan Springer, President; Carole Romary, Treasurer; Janice Walthour; Jim Hanley; Alan Dillingham, Lynn Newkirk  
Members excused: Carolyn Guy, Vice-President  
Guest: Joe Chadwick of Asset Strategy  
Staff present: Kathleen Reif, Director; Mary Anne Bowman, Deputy Director; Phyllis Krasnokutsky, Administrative Assistant; Eric Variz, Leonardtown Library Associate, and Cecelia Thomas, Lexington Library Associate.

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The Board attended the Commissioners of St. Mary's County meeting. **The Commissioners approved the following motion:** to approve and authorize Commissioner President Russell to execute leases of the three properties utilized by the Board of Library Trustees for the St. Mary's County Library and the proposed Memorandum of Understanding with the Board of Library Trustees.

Staff Report: Kathleen Reif, Mary Anne Bowman, Cecelia Thomas and Eric Variz presented information about the Optimistic Realism 2015 Retreat and the OR 15 strategic plan. At the October Board meeting, the Board members will offer suggestions and vote to approve the OR15 strategic plan.

Kathleen Reif announced that Marilyn Lash, Library Publicity Specialist would be retiring at the end of 2014. Her position will be posted to be filled in early December so there can be some overlap.

**Voted to** accept the minutes of the August 19, 2014 meeting as presented.

**President's Report**

**Voted to** approve the Expenditure Approval Lists (EALs): 8/15/14, 8/29/14, 9/12/14.

**Treasurer's Report**

- September Treasurer's Reports distributed (*Attached*).
- Board reimbursed the Library the cost of the salary for this year's Lindsey Rudolph Intern. The cost was \$1,515.36: \$1,106.10 from the Board account and \$409.17 from the Lindsey Paul Rudolph account.
- Distributed an updated Vanguard donations summary sheet.

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

- No September meeting

**Director's Report by Kathleen Reif**

- Distributed various newspaper articles about the Library.
- Distributed: approved June 2014 minutes; FY2015 August business and budget reports (*Attached*)

**Voted to** approve the Charlotte Hall lease as presented at the BOCC Meeting today.

- Distributed draft copies of the SMRLA sublease agreement for review and discussion at the October meeting.
- Update on the Leonardtown Renovation project. The Library Board agreed that we needed a temporary facility during the renovation. After searching for possible locations, it was decided that the property at the corner of Fenwick and Washington Streets in Leonardtown would be adequate as a temporary facility during the renovation process.

**Voted to** authorize Director Kathleen Reif to contact the leasing agent for this property to determine estimated costs and to discuss the next steps with the county's DPW Director and County Administrator.

Joe Chadwick from Asset Strategy Consultants provided an update on the OPEB Trust fund.

**Voted to** close all Libraries on Friday, December 5, 2014 for Staff Development Day.

- Postponed discussion of the Solicitation Policy revision until the October meeting.
- **Updates:** Phyllis Krasnokutsky and Christina Gass will be trained as CPR/AED instructors so we can train our staff and help the county train their staff when needed; An MOU was signed between the Library and St. Mary's County Art Council to run the Lexington Park Library Art Gallery.

11:50 AM – Board went into Executive Session to discuss a Personnel Issue.

12:10 Meeting reconvened as an open session.

12:11 Meeting adjourned.

**Next Meeting:           October 21, 2014 at the Charlotte Hall Library.**