

**Charles County Public Library
Board of Library Trustees
Minutes
Thursday, April 16, 2009:15 a. m. --- La Plata Branch**

In Attendance:

Christopher Iekel, Vice-President
George Harrington
Jason Faherty
Samuel Worsley

Emily Ferren, Director
Mary Tomlinson, Br. Mgr.,-
P. D. Brown Memorial
Aaron Krebeck, IT Librarian
Joseph Stover,
Asst. Children's Librarian

Excused:

Henry Scharles, President
Stephanie Possehl, Treasurer
Candice Quinn Kelly

- 1. Call to order:** Vice-President Christopher J. Iekel called the meeting to order at 9:24 a. m. in the Director's office at the La Plata Branch Library.
- 2. Approval of Minutes-March 2009:** Mr. Iekel asked for comments, corrections, or questions from the Board members with regard to the March 2009 minutes. Mr. Harrington moved to accept the minutes as presented. Mr. Worsley seconded the motion. The motion carried. *(See documentation in the Board notebook.)*
- 3. Financial Statement-March 2009:** Mrs. Ferren distributed copies of the March 2009 Financial Statement. A discussion followed. Mr. Faherty moved to accept the March 2009 Financial Statement as presented. Mr. Harrington seconded the motion. The motion carried. *(See documentation in the Board notebook.)*
- 4. Adjusted Budget 2009-Change #4:** Copies of Adjusted Budget 2009-Change #4 were distributed to the Board members for their review. Several budget line items were increased or decreased as necessary. *(See documentation in the Board notebook.)* A discussion followed. Mr. Faherty moved to accept Budget Change #4 as presented. Mr. Harrington seconded the motion. The motion carried.
- 5. Director's Report:** Mrs. Ferren provided the Board members with a written Director's Report. *(See documentation in the Board notebook.)* In addition to the written report she commented on the following:
 - a. National Library Week- April 13-April 17, 2009:** Mrs. Ferren reported that the Charles County Library System is celebrating National Library Week. Teen night will be featured on Friday, April 17TH and a Bi-Lingual story time will be offered on Saturday, April 18, 2009.
 - b. FAX Service for Customers-Result of Long Range Planning-Request from Action Team:** She introduced Mr. Aaron Krebeck, IT Librarian, and Mr. Joseph Stover, Assistant Children's Librarian, to the Board members. They are members of the *Long Range Planning* team addressing *Strategic Objective #5*, which is working on how to *"improve appearance, comfort, and technologies to create more inviting and relevant libraries"*. They presented documentation listing the fees charged by retail businesses providing fax

service in Charles County. Mr. Krebeck informed the Board members that the library has received between 700 and 800 requests for fax service over the past fiscal year. (See documentation in the Board notebook.) A discussion followed.

Mr. Harrington moved to implement fax service for library customers, as soon as appropriate, as recommended by the *Long Range Planning* committee for *Strategic Objective #5*. Mr. Faherty seconded the motion. The motion carried.

The procedures committee will review the adopted fax policy and write up procedures for staff to follow when providing the service.

- c. **Budget Cuts-FY2010:** Based on the preliminary information that Mrs. Ferren has available; she recommended the following budget cuts for FY2010:

- Eliminate Sunday hours at the Waldorf location from September 2009 through May 2010 for an estimated savings of \$61,500.
- Reduce the *Book* budget by \$30,000.

Mr. Faherty moved to accept the Director's recommendations to eliminate Sunday hours at the Waldorf Library (*P. D. Brown Memorial Branch*) from September 2009 through May 2010 and to reduce budget line item *Books* by \$30,000 for FY2010. Mr. Harrington seconded the motion. The motion carried.

She reported that there are additional concerns about secondary impacts, which include a loss of \$600,000 for DLDS (*Division of Library Development and Services*). This would eliminate competitive grants and staff development grants for Maryland counties and regional libraries for FY2010.

She reported that *Sailor (Maryland's Public Information Network)* provides reference databases shared by all libraries in Maryland. *Sailor* anticipates a \$5 million budget cut. Databases have been prepaid for FY2010. The State Library Directors are looking into alternative funding sources for the databases for FY2011.

She stated that she expects to receive the final FY2010 budget information from DLDS on May 4, 2009, and will present the final budget numbers at the May Board meeting.

- d. **Service Road Repairs-Potomac Branch Library:** Mrs. Ferren reported, as requested, that she researched the Charles County Commissioners (CCC) Board minutes to determine agreements of egress/regress and ownership of the gravel road behind the Potomac Branch. She discovered the following:

- The Commissioners minutes recorded the Charles County Government as the owner of *Ruth B. Swann Memorial Park*. (1994 CCC minutes).
- The Potomac Branch library was constructed on that parcel of land. A gravel road was constructed on the Southern perimeter. The gravel road lends access to the library staff parking area, to daily library deliveries, to trash removal services, and to the residents that own homes adjacent to the southern end of the park.
- The Commissioners minutes recorded that they would not pave the road but would maintain it as a gravel road. (1998 CCC minutes).

Mrs. Ferren had been told in March 2009 by Charles County Buildings and Trades that the Public Facilities department would no longer maintain

the gravel road. She was presented with a quote of \$23,000 to pave the road from Route 210 to an area behind the library that included the staff parking lot. A discussion followed. Mr. Iekel and Mr. Harrington volunteered to request a meeting with Dr. Edith J. Patterson, Vice-President of the Charles County Commissioners. Dr. Patterson represents District 2 where *Ruth B Swann Memorial Park* is located.

6. SMRLA (Southern Maryland Regional Library Association) Report: Mr. Iekel reported that the SMRLA Board members received the results of an organizational study conducted at SMRLA by the Singer Group.

7. Comments from Trustees: None.

8. Public Comments: None

9. Executive Session: Mr. Harrington moved to go into executive session at 10: 20 a.m. to discuss personnel issues. Mr. Faherty seconded the motion. The motion carried.

- There were no actions taken requiring a vote.

Adjourned: The Board meeting was adjourned at 10:33 a.m.

Date of the next meeting: The next Board meeting is scheduled for Thursday, May 21, 2009 at 9:15 a. m. in the Director's Office of the La Plata Branch Library.

Respectfully Submitted,

Sharon P. Bowie

Sharon P. Bowie
Board Secretary

Approved

Christopher J. Iekel

Vice President

May 21, 2009