

**Charles County Public Library
Board of Library Trustees
Minutes
Thursday, April 15, 2010
8:00 a. m. --- La Plata Branch**

In Attendance:

Henry Scharles, President **Emily Ferren, Director**
Stephanie Possehl, Treasurer **Charles Owens, CCEC, Chair**
George Harrington (via Conference Call)
Samuel Worsley

***Excused: Candice Quinn Kelly, Christopher Iekel, Vice-President,
and Jason Faherty.***

- 1. Call to order:** President Henry Scharles called the meeting to order at 8:15 a. m. in the Director's office at the La Plata Branch Library.
- 2. Approval of Minutes-March 2010:** Mr. Scharles asked for comments, corrections, or questions from the Board members with regard to the March 2010 minutes. Ms. Possehl moved to accept the minutes as presented. Mr. Worsley seconded the motion. The motion carried. *(See documentation in the Board notebook.)*
- 3. Financial Statement through March 2010:** Mrs. Ferren presented copies of the March 2010 Financial Statement to the Board members. A review and discussion followed. Ms. Possehl moved to accept the Financial Statement as presented. Mr. Worsley seconded the motion. Mr. Harrington delegated Mr. Scharles the power to vote for him in his absence. The motion carried. *(See documentation in the Board notebook.)*
- 4. 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. Maryland Legislative Update:** Mrs. Ferren presented copies of an e-mail addressed to staff members stating the following: (copied verbatim from the e-mail)

MAPLA had a full agenda. Please allow me to share the Legislative updates with you. There are 4 items:

 - 1) State Operating Funds---the per capita amount will be frozen---no increase, no decreases, status quo with the state operating funds going directly to each county system.
 - 2) Capital Grant Funds--the program will still be available for new construction projects. We will be applying for Waldorf West to meet the June 1st deadline. The cap for projects is set at \$800,000.
 - 3) Union Bill--21 counties requested an exemption from the bill. We were one of the counties requesting an exemption. The bill has not gone to a vote.
 - 4) Pension---this discussion is still in committee. You will probably see the latest updates in the newspaper after the committee meetings are held. The idea of this bill is to have local entities pick up the state portion of employee pensions over a specified period of time.
 - b. Waldorf West Library Construction:** The ground breaking for the Waldorf West Library construction is scheduled for September 2010. RFP's *(request for proposals)* are being sought in every phase of construction and

furnishing. The Charles County Department of Fiscal Services requested an estimated operating budget for the additional branch. She reported that Fiscal Services responded positively to the amount she presented.

- c. Charles County Budget Hearing-Tuesday, May 11, 2010:** She reported that she will present the FY2011 budget on May 11, 2010 and will include the operating budget for the fourth branch.
- d. Southern Maryland This Is Living Magazine:** *Southern Maryland This Is Living Magazine* publishers, Vickie & Barbara, wrote an article about all the activities available in the tri-county area including those at local libraries. They made a stop “at the La Plata Library to check out a listing of the classes they offer. And while we were there, we checked out a few books on gardening!” A tri-county library advertisement was also published on page 50 of the *SPRING* edition.
- e. C4CCPL Newsletter:** She distributed copies of the *SPRING 2010 C4CCPL* newsletter, *The Spectrum*, to the Board members. A flyer for a fundraiser at *Mimi's Café* was included on page 2. She reminded the Board members to take the flyer with them on Tuesday, April 27th between the hours of 5:00 & 9:00 p. m. so the *Citizens* can receive 15% of their total dinner check.
- f. Learn-A-Story-Maryland Statewide Story online:** The Charles County Library system posted an online story with *Learn-A-Story* in April.
- g. Census 2010:** The library will have U. S. Census employees available to the public through April 19th.
- h. Auditor Selection Approval for FY2010:** She read a letter from the Maryland Division of Library Services approving Murphy and Murphy as the CPA firm for the FY2010 audit.
- i. RFP for FY2011 through FY2013 Financial Audit:** In January 2011, the Board members will decide if another RFP will be prepared for FY2011 through FY2013. That would allow enough time for approval and acceptance by the Maryland State Division of Library Services.
- j. Loan periods/Number of Materials:** She reported the results of an employee survey about extending the loan period for DVDs. A discussion followed. Currently, Charles County has the shortest loan period for entertainment DVDs. While attending the MLA (*Maryland Library Association*) Directors meeting last week, she obtained information about each county's loan period. She shared the information with the Board members. The Board members advised Mrs. Ferren that they wanted consistency in loan periods among the tri-county library systems that will lead to better customer service. Other options are under consideration including item limits. She will meet with the tri-county directors and report the results to the Board members at next month's Board meeting.
- k. Self-Checkout Stations:** La Plata and Potomac will have a self-checkout station installed by the end of April. P. D. Brown Memorial will have a second station installed.
- l. Library Salary Scale-FY2011:** There are no changes to the Charles County Salary Scale for FY2011.
- m. Customer Account Balances-2005 and prior years:** Every five years SMRLA purges old customer account balances. The last purge was for 1999 and prior years. Mrs. Ferren advised the Board that fines from 2005 and earlier years would soon be cleared from the system. The amounts to be cleared are \$9.99 or less. A discussion followed. She will report the total of fines waived at the next Board meeting. Ms. Possehl moved to purge old

customer account balances of \$9.99 or less for the years 2005 and earlier. Mr. Worsley seconded the motion. The motion carried.

5. SMRLA Meeting (Southern Maryland Regional Library Association) Report:

Mr. Scharles reported the following:

- The SMRLA delivery system is working well.
- Merit increases are under consideration for SMRLA employees. The Board did not approve a COLA for FY2011.
- The *Cart Based Delivery Feasibility Study* was completed and presented. It was considered inflexible and costly. No votes were taken.

6. Comments:

CCEC (Charles County Employee Council):

- Mr. Owens extended an invitation to all Board members to a picnic hosted by the *Charles County Employee Council* on Sunday, May 23, 2010 from 1:00-5:00 p. m. at Gilbert Run Park. A lakeside pavilion has been reserved. Meat and vegetarian entrées will be provided. Everyone is asked to bring his or her own choice of beverage plus a side dish or dessert. The picnic will be held rain or shine.

Adjourned: The meeting adjourned at 9:15 a. m.

Date of the next meeting: The next Board meeting is scheduled for **Thursday, May 20, 2010 at 8:00 a. m.**

Respectfully Submitted,

Approved 5/20/2010

Henry Scharles, President

Sharon P. Bowie

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Board Secretary

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