

**Charles County Public Library  
Board of Library Trustees  
Minutes  
Thursday, February 19, 2009:15 a. m. --- La Plata Branch**

***In Attendance:***

**Christopher Iekel, Vice-President**  
**Stephanie Possehl, Treasurer**  
**George Harrington**  
**Candice Quinn Kelly**  
**Samuel Worsley**

**Emily Ferren, Director**

***Excused:***

**Henry Scharles, President**  
**Jason Faherty**

- 1. Call to order:** Vice-President Christopher Iekel called the meeting to order at 9:21 a. m. in the Director's office at the La Plata Branch Library.
- 2. Approval of Minutes-January 2009:** Mr. Iekel asked for comments, corrections, or questions from the Board members with regard to the January 2009 minutes. Mr. Harrington moved to accept the minutes as presented. Mrs. Kelly seconded the motion. The motion carried. *(See documentation in the Board notebook.)*
- 3. Financial Statements-December 2008 & January 2009:** Mrs. Ferren distributed the December 2008 and January 2009 Financial Statements. A discussion followed. Mrs. Kelly moved to accept the December 2008 Financial Statement as presented. Ms. Possehl seconded the motion. The motion carried. Ms. Possehl moved to accept the January 2009 Financial Statement as presented. Mr. Harrington seconded the motion. The motion carried. *(See documentation in the Board notebook.)*
- 4. Adjusted Budget 2009-Change #2:** Copies of Adjusted Budget 2009-Change #2 were distributed to the Board members for their review. An *LSTA Bilingual Grant (Library Services and Technology Act)* was awarded for \$55,191. The Palinet/Gates Grant Phase One was awarded for \$25,350. Revenue and expenses were adjusted accordingly. Mrs. Kelly moved to accept Adjusted Budget 2009-Change #2 as presented. Ms. Possehl seconded the motion. The motion carried. *(See documentation in the Board notebook.)*
- 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. Budget Cuts:**
    - i. FY2009:** Mrs. Ferren reported that the Charles County Commissioners have cut the library budget by 3%, a reduction of \$69,700 for FY2009.
    - ii. FY2010:** Maryland State has proposed a cut of 10%, a reduction of \$85,000 for FY2010

Maryland legislators continue to discuss shifting the cost of retirement pensions from the State budget to the applicable county budgets. She reported that she received information from DLDS (*Division of Library Development and Services*) estimating the pension costs for Charles County at \$271,000 for FY2010. She distributed an article printed in *The Washington Post* about the legislative proposal on pensions. She reported that the library budget could not absorb these costs especially with further anticipated budget

cuts for FY2010 from the Charles County Commissioners.

- b. Certification Hours:** Maryland State Law (COMAR 13A.05.04.02) requires librarians with an MLS (*Master of Library Science* degree) or LATI (a graduate of the *Library Associates Training Institute*) to acquire 90 contact hours of training during every five-year period of employment.

The Board members approved the Director's request to establish a *Personnel Certification Policy* that requires all employees of the library system to obtain 90 contact hours every five years with the exception of *pages* and *substitutes*.

Mrs. Ferren asked the Board members to exclude *maintenance* employees since that position does not require customer service skills.

Mrs. Kelly moved to exclude *maintenance employees, pages, and substitutes* from the *Personnel Certification Policy* requirements.

Mr. Harrington seconded the motion. The motion carried.

- c. Gift Books (Girl Scout Gold Award Project):** Mrs. Ferren reported that Miss. Virginia A. Weiss wrote a book entitled "A Whirlwind of Stories" to earn her *Girl Scout Gold Award*. The book tells the personal stories of several survivors of the 2001 tornado in the town of La Plata. Miss Weiss presented four copies of the book to Mrs. Ferren: one for each branch location and one for Mrs. Ferren personally. Mrs. Ferren is a survivor of the tornado and was able to tell of her personal experiences.
- d. WI-FI Grant for La Plata:** Civista, the Town of La Plata, and the Charles County Public Library have applied for a \$60,000 Gates Foundation Grant that would provide WI-FI Services for the Town of La Plata.
- e. Community Foundation Grant:** An application will be filed with the *Community Foundation of Charles County* for a \$2000 grant to fund the Foundation Center database.
- f. Grant Training Workshops/Waldorf Branch:** A training workshop for local non-profits is held regularly at the Waldorf branch. The workshop explains a grant application process. She reported that there were thirty-six attendees at the last workshop.
- g. Grant Coordinator:** She reported that Ms. Janet Olson, Children's Librarian, Waldorf branch, has been selected to review all grant activity on a monthly basis. She will assist the Director in applying for grant fund reimbursements every three months. The bookkeeper will provide them with the accounting documents on all authorized grant purchases.
- h. New Waldorf Branch Library:** She reported that funding for the fourth-branch library remains in the state and county budgets because of the 2009 Stimulus Package signed by President Barack Obama. A discussion took place about operating funds for the new branch.
- i. St. Charles Towne Center Mall/Kidgets Club Partnership- Feb. 26, 2009:** She reported that she and Sally Knudsen, Public Services Assistant, Waldorf Branch, are scheduled to participate at the "Book Blast" reading program in partnership with the Kidgets Club and the St Charles Towne Center Mall.
- j. 2009 Early Childhood Day-Saturday, May 2, 2009:** The event is sponsored by the Charles County Commissioners in partnership with the Department of Community Services and will be presented by the Charles County Early Care & Education Team at Regency Stadium. The event will include face painting, moonbounce, music, gymnastics trials, games, clowns, storybook characters, balloons storytellers, door prizes, giveaways, healthy snacks, live entertainment, and refreshments. The Charles County

Public Library will participate in this event.

**6. SMRLA (Southern Maryland Regional Library Association) Report:**

Mr. Harrington reported:

- The annual SMRLA Corporate meeting was held.
- SMRLA elected new officers.

**7. Comments from Trustees:**

- **Election of Officers for 2009:** Ms. Possehl asked if an election of officers had taken place at the January Board meeting. A discussion followed. Mr. Harrington moved to propose an elective slate with Mr. Henry Scharles as Board President, Mr. Christopher J. Iekel as Vice- President, and Ms. Stephanie Possehl as Treasurer during calendar year 2009. Mrs. Kelly seconded the motion. The motion carried.
- **Election of SMRLA Representatives from Charles County:** A discussion took place about the library's representatives to SMRLA. Ms. Possehl moved to propose that Mr. Scharles, Mr. Iekel, and Mr. Harrington continue to serve as representatives during calendar year 2009. Mrs. Kelly seconded the motion. The motion carried.

**8. Public Comments:** None.

**Adjourned:** Mr. Harrington moved to adjourn the Board meeting at 11:04 am. Mrs. Kelly seconded the motion. The motion carried. The public meeting was adjourned at 11:05 a.m.

**Date of the next meeting:** The next Board meeting is scheduled for Thursday, March 26, 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 by: Henry S. Scharles, Board President*  
*3/26/2009*