

**Charles County Public Library
Board of Library Trustees
Minutes
Thursday, June 14, 2006
5:00 p. m. --- La Plata Branch**

In Attendance:

**Henry Scharles, President
Christopher Iekel, Vice-President
Stephanie Possehl, Treasurer
Jason Faherty
George Harrington
Candice Quinn Kelly
Miriam Kimball**

In Attendance:

**Emily Ferren, Director

David Eicholtz, Director of Fiscal Services
Charles County Government**

1. Call to order: President Henry Scharles called the meeting to order at 5:07 p. m. in the Director's office at the La Plata Branch Library.

2. Approval of Minutes-May 2006: Mr. Scharles asked for comments, corrections, or questions from the Board members with regard to the May 2006 Board minutes.

Mr. Harrington moved to accept the minutes as presented. Mr. Iekel seconded the motion. The motion carried. (See documentation in the Board notebook.)

3. Financial Reports-May 2006 (Financial Statement & Budget Analysis):

Mrs. Ferren distributed copies of the *Financial Statement and Budget Analysis Report* for May 2006 to the Board members for their review. A discussion followed. (See documentation in the Board notebook.)

Mr. Iekel moved to accept the *Financial Statement and Budget Analysis* for April 2006 as presented. Ms. Possehl seconded the motion. The motion carried.

4. Budget-FY2007: Mrs. Ferren submitted a proposed budget for FY2007 to the Charles County Department of Fiscal Services in December 2005 requesting a 14% increase over FY2006. Due to the results of the salary study approved by the Commissioners in May 2006, a 5% market adjustment and the 4.5% COLA (*Cost of Living Adjustment*) must now be included within that budget request. When the salary adjustments are included, the original proposed budget request reflects a 27% increase over and above the FY2006 budget. The Charles County Department of Fiscal Services rejected that proposed budget.

Mrs. Kelly expressed concern about miscommunication among the Commissioners, the Department of Fiscal Services, Mrs. Ferren, and the Board of Library Trustees. She informed the other Board members of rumors circulating within the community that the Charles County Commissioners were not fully funding the library. In an effort to improve communication, Mrs. Kelly invited and introduced Mr. David Eicholtz, Director of Charles County Fiscal Services, to attend the Board meeting.

Mr. Eicholtz presented a document to the Board members reflecting the first approved budget for FY2007. In May 2006, the Charles County Commissioners approved an FY2007 budget for the library, which included a 5% increase in fund revenue, a 10% increase in utilities, a 12% increase in health benefits, and an 11% increase in lease payments for the new printer network. The 9.5 % for salaries had

not been included. (See documentation in the Board notebook.)

Mrs. Kelley had previously informed Mrs. Ferren that the County Commissioners would fund the 9.5% salary increase because they had voted to include all other Charles County agencies based on the results of the salary study. Mrs. Ferren explained that she did not have verification of that information from the Department of Fiscal Services and the County Commissioners.

Mr. Iekel explained that the Board members were seriously concerned about the funding of the library based on the information they were given at the May Board meeting. They were concerned that cuts in services and personnel would become necessary, and that they would be faced with extremely difficult decisions. Mrs. Ferren reported that she met with staff to determine where additional cuts could be made in the proposed budget. It became obvious that the library would have to cut hours of operation and personnel to fund the 9.5 % increase in salaries, if it were to come from library funds only. A discussion followed.

Mrs. Ferren will submit an amended FY2007 Proposed Budget to the Charles County Commissioners and the Department of Fiscal Services reflecting the 9.5% increase in the appropriate budget line items, while reducing other budget line items to provide a balanced budget. The Charles County Commissioners should then be able to approve a final FY2007 Budget. The Department of Fiscal Services will issue a corrected letter detailing the funding contributions upon approval of the amended budget.

5. **Executive Session:** Mr. Scharles requested a motion to go into executive session to discuss the adoption of an amended Budget for FY2007. Mr. Harrington moved to go into executive session at 6:10 p.m. Mrs. Kimball seconded the motion. The motion carried.

Results of executive session were not reported at this time.

Adjournment: The Board meeting was adjourned at 7:00 p. m.

Date of the next Meeting: The next Board meeting is scheduled for Thursday, September 28, 2006 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 9/27/06 – Board of Library Trustees