

**Charles County Public Library
Board of Library Trustees
Minutes
Thursday, June 19, 2008
9:15 a. m. --- La Plata Branch**

In Attendance:

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

**Emily Ferren, Director
Mary Tomlinson, Br Mgr-Waldorf
Sally Knudsen, Public Services Asst.,
Waldorf Branch
Andrea Traynham, CCEC
Joseph L. Gardiner, Jr., CKU, CLTC
Financial Advisor**

1. **Call to order:** President Henry Scharles called the meeting to order at 9:20 a. m. in the Director's office at the La Plata Branch Library.

2. **Approval of Minutes-April & May 2008:** Mr. Scharles asked for comments, corrections, or questions from the Board members with regard to the April 2008 minutes. Ms. Kelly moved to accept the minutes as reported. Mr. Harrington seconded the motion. The motion carried. *(See documentation in the Board notebook.)*

The May Board meeting was not held. There was not a quorum. Minutes of all discussions between Mr. Scharles, Mr. Harrington, Ms. Elli Milinski, Branch Manager, PNC Bank-La Plata, Ms. Mary Tomlinson, Branch Manager-P. D. Brown Memorial Library and Mrs. Ferren were recorded. *(See documentation in the Board notebook.)*

3. **Financial Statement-April & May 2008:** Mrs. Ferren distributed copies of the April & May 2008 Financial Statement to the Board members for their review. A discussion followed. Ms. Kelly moved to accept the Financial Statement as presented. Mr. Harrington seconded the motion. The motion carried. *(See documentation in the Board notebook.)*

Budget Change #6-FY08: The Branch Managers requested additional audiovisual materials for FY2008. Budget Change #6 transfers \$15,000 from budget line item *Books* to budget line item *Audiovisual*. Mrs. Possehl moved to accept Budget Change #6 as presented. Mr. Harrington seconded the motion. The motion carried. *(See documentation in the Board notebook.)*

4. **Update on IRS 403(b) Regulations-Joseph L. Gardiner, Jr., CLU, CLTC Financial Services:** Mr. Gardiner explained 403(b) individual retirement investments and the current procedure followed with American Funds. The IRS has tightened control over the amount of investment allowed by individuals. The IRS passed a new regulation preventing individuals from investing the maximum deferred compensation in several different portfolios simultaneously. An Information Sharing Agreement is now required between American Funds and the Charles County Public Library system. The agreement must be in force before January 1, 2009. He suggested that the library hire an attorney to prepare a *403(b) Basic Vendor Agreement for Individual Custodial Accounts* by October 1, 2008. Ms. Possehl moved to hire an attorney to prepare the Information Sharing Agreement between American Funds and the Charles County Public Library by October 1, 2008. Mr. Iekel 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) **Security-Waldorf Branch:** Mrs. Ferren introduced Mrs. Sally Knudsen, Public Services Assistant, and Ms. Mary Tomlinson, Branch Manager, P. D. Brown Memorial Library. Ms. Tomlinson presented the Board members with a list of security issues experienced over the past several months at the Waldorf branch library. *(See documentation in the Board notebook.)* Mrs. Knudsen read letters from two customers requesting the presence of a security guard during the afternoon and evening hours.

Mrs. Ferren requested that the Board members consider hiring a Charles County Sheriff's Officer to work as a security guard at the P. D. Brown Memorial Library from 4 p.m. to 8 p. m., Monday through Friday when school is in session. A discussion followed.

Mr. Harrington moved to hire a Charles County Sheriff's Officer to work whatever hours determined necessary by Mrs. Ferren for the protection of the staff and public. Mrs. Quinn seconded the motion. The motion carried.

The Potomac and La Plata branches have not experienced these types of serious incidents to date, and at this time additional security guards are not necessary for those locations.

B) **"Black Belt Librarian"-Warren Graham-SMRLA Training:** She reported that SMRLA hired Warren Graham to conduct security training classes Tuesday, June 17th, through Thursday, June 19th. The Charlotte, North Carolina library system employed Mr. Graham for seventeen years as the head of Security. Since his retirement, he has written a book entitled *"Black Belt Librarian"* and has traveled the United States instructing librarians in safety issues. Mrs. Ferren reported that all staff members would attend this most valuable training. Mr. Graham will return in September to train any Charles County Public Library staff members unable to attend the June sessions.

C) **Staff Appreciation Day:** She reported that Staff Appreciation Day was a great success. Commissioners Gary Hodge, Samuel Graves, and Ruben Collins attended. They announced that \$10.3 million had been set aside in the Charles County Capital Budget for the fourth branch library in Waldorf. Architectural and engineering funds are in the FY09 Capital Budget. The location for the library has not yet been selected.

D) **Strategic Plan Kick-Off:** Mrs. Ferren requested to close the library on Friday, August 29, 2008 for a Long Range Plan kick-off with all staff members. A discussion followed. The library will not close for the whole day. Mrs. Ferren will contact Mrs. Ellison and arrange the Long Range Plan kick-off over two half days. Ms. Possehl moved to authorize reduced hours to conduct the Long Range Planning kick-off. Mr. Harrington seconded the motion. The motion carried.

E) **FY09 Budget:** The FY09 Capital and Operating Budget was reviewed in executive session.

6) **Comments from Trustees:** None.

7) **Public Comments:** None

Adjourned: The public meeting was adjourned at 10:25 a.m.

Executive Session: Mr. Scharles requested a motion to go into executive session in compliance with *Statutory Authority to Close Session, State Government Article § 10-508(a): (1), (ii) Any other personnel matter that affects one or more specific individuals*. Ms. Possehl moved to go into executive session at 10:26 a. m. Mrs. Kelly seconded the motion. The motion carried.

Executive session adjourned at 10:40 a. m.

Mrs. Ferren then announced that the Charles County Commissioners had approved a \$1000 bonus for full-time employees/pro-rated for part-time employees and a 2% COLA (Cost of living increase) as of July 1, 2008. Also approved, was a 3% increase of the grade midpoint at anniversary date.

Date of the next meeting: The next Board meeting is scheduled for Thursday, September 18, 2008 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

Minutes approved by:

Christopher J. Iekel, Vice-President
9-18-2008