

**Charles County Public Library
Board of Library Trustees
Minutes
Thursday, March 26, 2009:15 a. m. --- La Plata Branch**

In Attendance:

**Henry Scharles, President
Christopher Iekel, Vice-President
Stephanie Possehl, Treasurer
George Harrington
Jason Faherty
Samuel Worsley**

**Emily Ferren, Director
Mary Tomlinson, Br. Mgr.,-
P. D. Brown Memorial**

***Excused:
Candice Quinn Kelly***

- 1. Call to order:** President Henry Scharles called the meeting to order at 9:15 a. m. in the Director's office at the La Plata Branch Library.
- 2. Approval of Minutes-February 2009:** Mr. Scharles asked for comments, corrections, or questions from the Board members with regard to the February 2009 minutes. Mr. Iekel moved to accept the minutes as presented. Ms. Possehl seconded the motion. The motion carried. *(See documentation in the Board notebook.)*
- 3. Financial Statement-February 2009:** Mrs. Ferren distributed copies of the February 2009 Financial Statement. Ms. Possehl noticed an addition error in the over/under budget column. Corrections were made to two add registers and the Financial Statement was reprinted for approval. Ms. Possehl moved to accept the February 2009 Financial Statement as corrected. Mr. Harrington seconded the motion. The motion carried. *(See documentation in the Board notebook.)*
- 4. Adjusted Budget 2009-Change #3:** Copies of Adjusted Budget 2009-Change #3 were distributed to the Board members for their review. The Gates Grant was increased \$4050 in revenue and expenses. Ms. Possehl moved to accept Budget Change #3 as presented. Mr. Harrington 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. Charles County Funding-FY2009:** Mrs. Ferren reminded the Board members that the Charles County Commissioners have cut the library budget by 3%, a reduction of \$69,700 for FY2009.
 - ii. Charles County Funding-FY2010:** Mrs. Ferren has been informed that the FY2010 Budget will be flat-lined and remain the same as FY2009.
 - iii. State of Maryland-FY2010:** Maryland State has proposed a cut of 10%, a reduction of \$85,000 for FY2010. Mrs. Ferren will travel with a group of library Directors to Annapolis on Friday, March 27, 2009 to remind all legislative representatives that during these tough economic times library usage increases.
 - iv. Maryland State Retirement:** She reported that the Maryland State legislators continue to discuss shifting the cost of retirement pensions from the State budget to the applicable county budgets.
 - b. Gift Books (Girl Scout Gold Award Project):** Mrs. Ferren reported that Miss Virginia A. Weiss printed twelve additional copies of her book entitled

"*A Whirlwind of Stories*" and donated them to the library. Four copies will be placed in each current library location for circulation and four copies will be reserved for the new Waldorf branch. The book tells the personal stories of several survivors of the 2001 tornado in the town of La Plata. Miss Weiss was unable to attend the April Board meeting; however, she hopes to attend the May Board meeting.

- c. Grant Workshop-Administering Funds for the Recovery & Reinvestment Act of 2009:** The Maryland Governor's Grants Office will present a grants workshop, "*Lifecycle Grants Management 101: Administering Funds from the Recovery and Reinvestment Act of 2009*", on Friday, April 17, 2009 at the College of Southern Maryland. Mrs. Ferren and Mrs. Cynthia Thornley, Cooperating Collection Librarian, will attend.
- Mrs. Ferren will apply for \$10.8 million in economic stimulus funds for construction of the new library in Waldorf. Thirty-eight architects have submitted bids. An architect has not been selected.
- d. WI-FI Grant for the Town of La Plata:** The WI-FI Grant for the Town of La Plata was not awarded.
- e. Service Road Repairs-Potomac Branch Library:** The Potomac Branch Library opened in 1996. Charles County Public Facilities (CCPF) has always maintained a private gravel road behind the building that is shared with area residents. The road leads to the staff entrance, the staff parking area, and the trash pick-up area. CCPF initially declined to repair the potholes this year after a March 2nd snowstorm but then reconsidered and made the repairs. CCPF presented Mrs. Ferren with an estimate of \$23,000 to pave only the section of road from Route 210 up to and including the staff parking area. A discussion followed. The Board members asked Mrs. Ferren to research the egress/regress agreement arranged when the Potomac Branch was constructed. Mrs. Ferren will consult with the Charles County Commissioners and readdress the issue at the April Board meeting.
- f. Long Range Planning:** She presented the Board members with the following ideas offered by staff members during Long Range Planning:
- **Summer Reading Program:** A partnership system has been formed with some Charles County businesses and agencies to provide entertainment for the Summer Reading Programs. *My Gym and the Charles County Technology Council* will provide summer programs in exchange for services that Charles County Public Library has performed for their agencies. An employee of *National Geographic* has also agreed to provide a summer program.
 - **Provide Fax Service for the Public:** Requests are constantly received from library customers for fax service. The action team working to provide relevant technology for library customers provided a document entitled *Public Fax Service Quick Reference Guide* for the Board members' consideration. A discussion followed. The Board members requested that Mrs. Ferren poll the retail businesses in Charles County to determine the rates charged for fax service. She will report the findings at the April Board meeting. (See documentation in the Board notebook.)
 - **Prizes for Summer Reading Program:** One action team provided a list of *Prospective Businesses for Partnerships* to approach about donating prizes for the *Summer Reading Program* contest winners. Mrs. Ferren will write a solicitation letter to be mailed to these businesses. A discussion followed. The Board members reviewed the list and suggested additional businesses. (See documentation in the Board notebook.)

g. Inventory - Purchasing, Inventorying and Dispossession Policy:

Mrs. Ferren reviewed the *Inventory Policy* adopted in February 2002 with the Board members. She reported that several people had asked about the purchase of library inventory when they noticed the removal of old equipment. The libraries

Inventory Policy dictates that a public auction be held when selling library property purchased with tax dollars. She stated that the equipment in question was outdated and therefore not saleable. A discussion followed. The Board members supported her decision to dispose of the old computers and furnishings.

- h. Staff Appreciation Day-Friday, May 29, 2009:** Mrs. Ferren asked the Board members to reserve the date and to attend *Celebrate Our Library Day*. The Board members will plan the event in executive session. She will announce details to staff members in their invitations. She wants to celebrate the progress that *action teams* have made by having team members discuss their teams' plans with their fellow staff members.

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

Mr. Iekel reported that the SMRLA Board members held a discussion about the financial reporting of depreciable assets. Mr. Iekel joined a committee to review SMRLA accounting procedures.

- 7. Comments from Trustees:** Mr. Scharles announced that he is having back surgery. He will not be able to attend the next two Board meetings.

8. Public Comments: None

- 9. Executive Session:** Mr. Faherty moved to go into executive session to discuss personnel issues. Mr. Harrington seconded the motion. The motion carried.

- There were no actions taken requiring a vote.

Adjourned: Mr. Harrington moved to adjourn the Board meeting at 11:04 a.m.

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, April 16, 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
4/16/2009
Christopher J. Iekel
Vice-President