

Board of Library Trustees

March 19, 2013

Minutes

Present:

Kip Hine, President

Karen Eggert, Vice President

Rene Cunningham

Celeste Fort

JR Mathers

Terese Wells

Patricia Hofmann, Director

Beverly Izzi, Recorder

Call to Order

The meeting was called to order by President Hine at 2:04 pm.

Minutes

Minutes were disseminated by Ms. Hofmann. Ms. Wells moved to accept the minutes of February 19, 2013 meeting. Ms. Cunningham seconded the motion. Motion passed unanimously.

President's Report

President Hine reported on the latest MACL meeting. He shared that the DLDS budget will be 1/3 what it was several years ago. He noted the State Librarian, Irene Padilla, is quite concerned. In April there will be a two day study on the future of libraries with hopes that the group will create a plan for MACL to accomplish. Ms. Hofmann will participate in this study.

Director's Report

FY 2012 and FY 2013 Audits - Comprehensive Annual Financial Review

Ms. Hofmann noted that the State Department of Education determined that the FY 12 audit was missing one point of information. This has been corrected. She also mentioned that the FY13 audit needed to be approved by MSDE and it has been.

FY 2013 Budget

Ms. Hofmann distributed the current FY 2013 budget to the Trustees.

Staffing

Ms. Hofmann reported that four new Public Services Librarians started Monday, David Paul, Theresa Piovesan, Karen Skirchak, and Peggy Clark. Nancy Radcliffe will be moving to Southern in two weeks. Shelby Oller will replace William Berryhill and starts next Monday as the Computer Services Technician. Barbara Boward will go full time at Southern on April 8th.

Accident Reports

Ms. Hofmann noted one accident, when a small child tripped into the boat in Prince Frederick resulting in a small cut. The child is fine.

Incident Reports

Ms. Hofmann relayed several incidents. She noted there were boys at the Twin Beaches Branch using inappropriate language. The boys were asked to leave. At the Fairview Branch a car was on fire. At Twin Beaches Branch a girl was found lying outside. 911 was called and the EMTs took care of it. Another incident at Twin Beaches Branch took place when a few children 8-12 years old were in the parking lot and a man in a car asked them to get in the car with him. They came in the library to report the incident. Police were notified and responded. Twin Beaches Branch is responding to the increase of incidents involving children by brainstorming ways to create a more inviting atmosphere so children will come in and use the library.

Comments

Ms. Hofmann noted a comment was made when a customer reported that he believed his print job was paid for and printed by another customer. The customer had left his print job at the printer for a longer period of time than the average.

Joe Ruff – Rock Star Librarian

Ms. Hofmann noted that Joe Ruff was named a “Rock Star Librarian” by Ask Us Now the 24/7 Information Service provided by Maryland libraries via the Internet. He received a small trophy and a letter of commendation.

Southern Maryland Delegation Reception

Ms. Hofmann attended the Southern Maryland Delegation in Annapolis with Beverly Izzi and Colleen Cano and three staff members from the Southern Maryland Regional Library.

Meet with Southern Maryland Delegation in Annapolis

Ms. Hofmann met with the Southern Maryland Delegation in Annapolis. All four directors were there from Southern Maryland. Ms. Hofmann spoke about the enriching activities offered to children at all libraries, the Interim Southern Branch, and her upcoming retirement.

Cleaning Contract – Southern

Ms. Hofmann noted that the Southern Branch cleaning contract has been awarded to Advanced Cleaning.

Cleaning Contract – Prince Frederick

Ms. Hofmann relayed that the Prince Frederick cleaning contract is in process. The bid opening will be tomorrow.

Old Business

Southern Branch

Ms. Hofmann noted that construction continues for the Southern Branch renovation. The project has been moved back two weeks. The dedication is planned for May 21st at 3 pm. Calvert Library Foundation will pay for moving the books using Office Movers. President Hine noted that the bus stop is now in front of the library. This will cause smoke and exhaust to enter the building and sometimes block the entrance with two buses. There is a litter problem and the appearance of loitering. Ms. Hofmann will speak with Maureen Hoffman regarding this issue.

Library Director Position

President Hine noted that we have received nine applications for the Library Director position. All printed applications should be brought to the interviews and will be shredded after this process. Trustees will rate each candidate and ratings are due next Monday.

New Business

Director Evaluation

Ms. Eggert spoke about the Director Evaluation process and provided an evaluation matrix.

Reports

Friends of the Library

Friends of the Library will purchase a refrigerator for the Interim Southern Branch and also the Imagination Station. The Friends will hold a book sale in May.

SMRLA

President Hine reported the corporate meeting was held. He noted there is a new board member for St. Mary's county. The SMRLA Board approved a COLA of 1.5% and a pay for performance scale moved to 2, 3.5, and 5% for the three performance levels. There are not step increases in this system.

Foundation

Ms. Hofmann noted that the Foundation meets tomorrow night. She reported that the CFC campaign will bring in over \$14,000. She stated that there will be a donor's reception at the new interim Southern Branch. Also an Art Auction is being planned.

Announcements/Other

Ms. Hofmann noted that staff will receive a step increase and 1% cola.

Important Dates:

April 15 & 16 Interview for New Director

May 4 – Margie Rhoden’s Retirement Party

May 17 – Foundation Donor Reception (tentative)

May 21 - 3pm, Interim Southern Branch Dedication

June 22 – Pat Hofmann’s Retirement Party

Next Meeting

The next Trustee meeting will be held April 16, 2013 at 2pm at Prince Frederick (tentative depending on interviews).

Public Comment

There was no public comment.

Executive Session

A motion was made to move to executive session by Mr. Garrett. Ms. Cunningham seconded. The Board entered executive session at 2:58 pm.

At the request of the Board, the Library Director was not present for the executive session.

The Board moved back to regular session and noted that the hiring process for the new director was modified during executive session.

Meeting adjourned at 4:15pm

Respectfully submitted,

Beverly Izzi