

Board of Library Trustees
July 17, 2012
Minutes

Present:

Kip Hine, President
Rene Cunningham
Celeste Fort
Nick Garrett
Terese Wells
Patricia Hofmann, Director

Excused:

Karen Eggert
JR Mathers

Call to Order

The meeting was called to order by President Hine at 2:05 pm.

Minutes

May minutes were distributed by e-mail and reviewed. A motion to approve minutes as disseminated by Ms. Hofmann was made by Ms. Wells. Motion was seconded by Ms. Fort. Motion passed unanimously.

President's Report

President Hine reported that he attended the kickoff to the Lincoln Display held at the Business After Hours. It was well done, very organized and impressive. The Lincoln display and events are amazing and there are many partners, demonstrating wide community involvement.

The Library Foundation requested that we hold an informal pre-opening event for donors at the new Southern Branch. No decision was made at this time. Once the bids are received, the topic will be discussed again.

No meeting was held in June.

Director's Report

FY 2012 Budget

Ms. Hofmann reviewed the FY 2012 budget with the Trustees. There will be one additional report to reflect all expenses for FY 2012. All accounts seem to be satisfactory.

FY 2013 Budget

Ms. Hofmann reviewed the FY 2013 budget with the Trustees. Ms. Cunningham moved and Ms. Fort seconded that the FY 2013 budget be approved. All in favor.

Donations

Ms. Hofmann noted that the library received a small grant in the amount of \$500.00 from the Maryland Humanities Council in support of the Lincoln Display.

Staffing

Ms. Hofmann stated that Sarah Avant will become the Reference Supervisor at Prince Frederick, effective August 6. Mary Perdue will increase her hours from 21 to 35 per week. The part time position at Fairview to fill Mary's position is currently open.

Comments

Ms. Hofmann noted several comments that were received in the past month: a positive comment about the Lincoln Display and lectures, one newcomer to the County who is impressed by our library's offerings, a positive comment from Margaret Dunkle about working with Robyn Truslow, and a few other positive comments.

Incidents

Ms. Hofmann relayed several incidents that occurred during the past month. One took place in Prince Frederick when a man screamed that he had been stabbed. Later on, it was determined that he was in an altercation, but no stabbing took place. One customer at Twin Beaches asked staff and customers to give him a ride and was told not to do so twice. A staff member called 911 for a customer who thought he was having a heart attack. And there were several more. minor incidents

Accident Report

An accident report was filled out for the incident described above, as we thought the man had been stabbed.

Monthly Reports

Ms. Hofmann distributed monthly reports for November through March.

ALA Conference Report

Ms. Hofmann distributed her Councilor's report for the recent American Library Association Conference in Anaheim.

Leadership Institute

Ms. Hofmann reported that Beverly Izzi is attending the Maryland Library Leadership Institute this week.

Materials Reconsideration

Ms. Hofmann informed the Board that a customer sent in a written comment about the movie *Bruno*, owned in the library collection. A committee of four librarians watched the movie on their own time and found it met our selection policy. The customer was informed of this decision in writing.

Task Update List

Ms. Hofmann distributed the Task Update list for FY2012 that notes many completed projects.

Turning off PC's & Fax at 5 Til

Ms. Hofmann noted that the computers and the fax service are now available until 5 minutes before closing. This change was made so non-exempt staff are able to leave work on time.

Update on Broadband Installation

Broadband is currently being installed at the library in Prince Frederick.

Update on Potential STEM Grant

A Southern customer brought us the idea of applying for a STEM grant from a corporation in order to raise funds for the renovation. There are a number of difficulties with the idea, particularly as it relates to a library, so after some communication from the corporation, we decided to table the application.

Parking at Fairview and Neighboring Offices

Tom Reineker, one owner of God's Grace, visited Ms. Hofmann to see if the library would be willing to share Fairview parking on Sunday morning so he would be able to get a permit from the County. Ms. Hofmann indicated that we are willing to cooperate as needed.

Twin Beaches Circulation Desk

The new circulation desk for Twin Beaches will be installed at the end of August. This project is funded by a donation and will replace a very old, formerly used desk currently in use.

FY 10 Maryland Library Statistics

Ms. Hofmann distributed the latest available statewide library statistics. More current statistics would be useful.

Lincoln Exhibit and Events, Business After Hours

Ms. Hofmann distributed the full calendar of events for the Lincoln Exhibit to the Board. The Business After Hours was mentioned above, by Mr. Hine.

Old Business

Southern Branch

Ms. Hofmann noted that the exterior sign for Southern was approved by the Solomons Architectural Review Committee. Furniture selection has started. The renovation project will be out to bid soon.

Fund Raising for Southern Branch Furniture and Equipment

Ms. Hofmann relayed that as of this date about \$94,000 has been pledged or raised for the new Southern Branch location. Ms. Hofmann noted that the Award Dinner raised about \$22,000.

Sign Policy – Fairview

Ms. Hofmann distributed a suggested sign policy for the signs at Fairview. Ms. Cunningham moved and Ms. Wells seconded that the policy be approved. All in favor.

Maryland Library Consortium, Memorandum of Understanding

Mr. Garrett moved and Ms. Wells seconded that the Memorandum be signed by the President of the Board. All in favor.

New Business

Customer Comments/Survey Results

Ms. Hofmann distributed the survey results to the Board. The comments were previously distributed via e-mail. Overall, customer comments were very positive.

Personnel Manual

Ms. Hofmann noted that the first meeting to revise the personnel manual will take place in August. A team of librarians has been identified to work with the consultant and director.

Reports

Friends of the Library

No report.

SMRLA

No report.

Foundation

Two Foundation Board members have resigned: Fran Armstrong and Margaret Fahs. The Board is looking for replacements.

Announcements

Articles about Fifty Shades of Grey were distributed.

Pamela Perrygo's retirement party is July 28. Her last day at work is July 18.

The Annual Trustees and Citizens for Maryland Libraries meeting will be November 3 from 10 to 2:30 at Waldorf West.

Next Meeting

The next meeting will be held August 21, 2012, at 2:00 pm, at Prince Frederick.

Public Comment

There was no public comment.

Adjournment

The meeting was adjourned at 3:50 pm by President Hine.

Respectfully submitted,

Patricia Hofmann