

**Charles County Public Library  
Board of Library Trustees  
Minutes  
Thursday, October 19, 2006  
9:15 a.m. --- La Plata Branch**

***In Attendance:***

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

***Excused:***

**Stephanie Possehl, Treasurer**

***In Attendance:***

**Emily Ferren, Director  
Mary Tomlinson, Branch Mgr-P.D.Brown  
Angela Long, CCEC  
Jeanette Green, First Vice-President, C4CCPL  
Mrs. Diane Mock, CPA, Bridgett Mock &  
Associates**

- 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-September 2006:** Mr. Scharles asked for comments, corrections, or questions from the Board members with regard to the September 2006 Board minutes. Mrs. Kelly moved to accept the minutes as written.  
Mrs. Kimball seconded the motion. The motion carried. (See documentation in the Board notebook.)
- 3. Financial Reports-September 2006 and Budget Change # 2-FY2007:**
  - **Financial Statement September 2006:** Mrs. Ferren distributed copies of the September 2006 Financial Statement to the Board members for their review. A discussion followed. She reported that the *C4CCPL (Citizens for Charles County Public Library)* have been given the remaining summer reading t-shirts that did not sell. They will try to sell those at the *C4CCPL Book Bazaar* scheduled for Friday, October 20<sup>th</sup> through Saturday, October 28, 2006. Mrs. Kimball moved to accept the Financial Statement as presented. Mrs. Kelly seconded the motion. The motion carried. (See documentation in the Board notebook.)
  - **Budget Change #2 – FY2007:** Copies of Budget Change #2 for FY2007 were also distributed to the Board members. The Maryland State Department of Education, Division of Library Development & Services (*DLDS*), awarded additional grant funds of \$4000. Budget lines items *Staff Development Grant Revenue* and *Grant Exp.-Staff Development* were increased by \$4000. Mrs. Kimball moved to accept Budget Change # 2 as presented. Mrs. Kelly seconded the motion. The motion carried. (See documentation in the Board notebook.)
  - **Financial Statements for July & August 2006-FY2007:** Mrs. Ferren distributed copies of the Financial Statements for July & August 2006 to the Board members for their review at the September 2006 meeting. However, a vote was not taken. Mrs. Kimball moved to accept the July & August 2006 Financial Statements as presented. Mrs. Kelly seconded the motion. The motion carried. (See documentation in the Board notebook.)
  - **Approval of FY2007 Budget:** Mrs. Ferren presented the Original Budget for FY2007 to the Board members during an executive session held on Thursday, June 14, 2006. The results of executive session were not reported at that time. Mrs. Ferren reported that a motion to accept the Original Budget was not made at the September 2006 Board meeting. Mr. Iekel moved to accept the Budget for FY2007 as submitted to the Charles County Department of Fiscal Services in June 2006. Mrs. Kelly seconded the motion. The motion carried. (See documentation in the Board notebook.)

4. **Audit-FY2006-Annual Financial Report:** Mrs. Diane Mock, CPA, Bridgett Mock & Associates, distributed the *Annual Financial Report-FY2006* prepared by her auditing firm. A letter from Mrs. Mock reporting the following was submitted as part of the audit for FY2006:
- **Internal Control of Financial Reporting:** An audit of the internal controls of the library concluded, “We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses”.
  - **Compliance and other Matters:** The letter reported that “As part of obtaining assurance about whether Board of Library Trustees for Charles County financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts . . . . . The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards”.
  - **Board Minutes:** Mrs. Mock reported that in reviewing the Board minutes, she noticed that the agenda and the minutes did not include explanations for cancellations of meetings creating a lack of sequence. She reported that the budget for the fiscal year must be adopted by the June Board meeting every year, and any changes necessary after receiving the final budget figures from the Charles County Commissioners would then be handled as a budget change. The budget for any given year should never be approved after July 1<sup>st</sup>.
- Mr. Iekel moved to accept the *Annual Financial Report for FY2006* as presented by Mrs. Diane Mock, CPA, Bridgett Mock & Associates.  
Mrs. Kimball seconded the motion. The motion carried.

5. **Director’s Report:** In addition to the written report mailed to the Board members prior to the meeting, Mrs. Ferren commented on the following:
- **The Foundation Center – Washington, D. C.:** Ms. Mary Grant, Charles County Government, Ms. Becky Cockerham, College of Southern Maryland, and Emily Ferren are making a field trip to the Foundation Center field office in Washington, D. C. on Monday, November 6, 2006 to see if it is feasible to start a “cooperating center” in Southern Maryland offering the Foundation’s training materials at all of the Charles County Public Library locations. The Foundation Center is headquartered in New York City with field offices located in Cleveland, Atlanta, San Francisco, and Washington, D.C. The Foundation Center offers training materials and resources about grant funding.
  - **MAPLA Meeting/Letter and Certificate from Irene Padilla-AskUsNow:** A letter and a certificate of commendation and appreciation were received from Ms. Irene Padilla, Assistant State Superintendent for Libraries. The Charles County Library System has a nine-member team that participates in the *AskUsNow* project. (See documentation in the Board notebook.)
  - **Grants:** She reported that the “Service to Seniors” and “Teen Scene” grants were not approved. A meeting will be held on Thursday, November 2, 2006 to reapply for the grants.
6. **SMRLA Report:** Mr. Harrington reported that Mrs. Diane Mock, CPA, Bridgett Mock & Associates, presented the SMRLA (*Southern Maryland Regional Library Association*) Annual Financial Report for FY2006 at the meeting held on Tuesday, October 10, 2006. A copy of the approved minutes from the September 12, 2006 Board meeting and a copy of the SMRLA Director’s Report for October 2006 were distributed to the Board members.

7. **Comments from Trustees:**

- Mrs. Kelley reported that the Charles County Commissioners have a Budget meeting

scheduled for November 6, 2006 with their Fiscal Officers. She requested that Mrs. Ferren prepare the library budget to include the proposed salary increases as accurately as possible in order to present a solid representation of the total budget requirements for FY2008.

**8. Public Comments:**

- Mr. Bruce Kirk delivered a letter for the Board members prior to the meeting. A copy of the letter was distributed to all Board members. (See documentation in the Board notebook.)

**Executive Session:** Mr. Scharles requested a motion to go into executive session to discuss administrative procedures. Mrs. Kelly moved to go into executive session at 10:05 a. m. Mr. Harrington seconded the motion. The motion carried. Executive session was adjourned at 11:14 a.m. No votes were taken.

**Adjournment:** The Public Board meeting was adjourned at 11:15 a.m.

**Date of the next meeting:** The next Board meeting is scheduled for Thursday, November 16, 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