

**Charles County Public Library
Board of Library Trustees
Minutes
Thursday, September 18, 2008
9:15 a. m. --- La Plata Branch**

In Attendance:

**Christopher Iekel, Vice-President
Stephanie Possehl, Treasurer
Miriam Kimball
George Harrington**

**Emily Ferren, Director
Mary Tomlinson, Br Mgr-Waldorf
Deborah Knott, Asst Br Mgr, Waldorf**

**Joseph L. Gardiner, Jr., CKU, CLTC
Financial Advisor**

Excused:

Henry Scharles, Candice Quinn Kelly, and Jason Faherty

1. **Call to order:** Vice-President Christopher Iekel called the meeting to order at 9:18 a. m. in the Director's office at the La Plata Branch Library.
2. **Approval of Minutes-June 2008:** Mr. Iekel asked for comments, corrections, or questions from the Board members with regard to the June 2008 minutes. Ms. Possehl moved to accept the minutes as reported. Mr. Harrington seconded the motion. The motion carried. (*See documentation in the Board notebook.*)
3. **Financial Statement-June 2008:** Mrs. Ferren reported that the FY2008 audit is not finished. *Murphy and Murphy CPA, LLC* was contracted to perform the audit. The audit report will be presented at the October 2008 Board meeting.
4. **Information Sharing Agreement-403(b) Regulations-Joseph L. Gardiner, Jr., CLU, CLTC Financial Services:** Mr. Gardiner explained 403(b) individual retirement investments and the current procedure followed when enrolling employees with *American Funds*. The IRS passed a new regulation preventing individuals from investing the maximum deferred compensation in several different portfolios simultaneously. An *Information Sharing Agreement* is required between *American Funds* and the Charles County Public Library system before October 1, 2008 in order to continue offering the 403(b) retirement investment benefit to employees. Ms. Possehl moved to sign the *Information Sharing Agreement* between *American Funds* and the Charles County Public Library. Mr. Harrington seconded the motion. The motion carried.
 - **Joseph L. Gardiner, Jr. & Exclusive 403(b) Representation:** Mr. Gardiner explained that with exclusive representation for all employees enrolled in a 403(b) retirement investment plan; *American Funds* would aggregate the account values of all participants, in effect creating a single pool of investments for the purpose of determining "break points". Break points are plateaus at which front end sales charges are reduced, thus increasing the return on investment for those enrolled. After a discussion, the Board members requested that Mr. Gardiner and Mrs. Ferren present this information to the employees enrolled in *American Funds*. The Board will make their decision based on what those employees decide. Mrs. Ferren will present the information to all staff on Friday, October 31, 2008.

Mr. Gardiner reported that he could also offer employees of the library 403(b) investments with companies other than *American Funds*.

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) Request for changes in Board Meeting Dates:** Mrs. Ferren will be attending *Leadership Southern Maryland* and finds it necessary to request date changes for three Board meetings. (*See documentation in the Board notebook, Director's Report.*) Mr. Harrington moved to accept the requested changes. Ms. Possehl seconded the motion. The motion carried.
- The November and December Board Meetings will be combined and held on Thursday, December 4, 2008.
 - The Board meeting for January will be held on Thursday, January 22, 2009.
 - The Board meeting for March will be held on Thursday, March 26, 2009.
- B) Sunday Closings-Dec. 28, 2008 & Jan. 4, 2009:** Mrs. Ferren asked the Board members for permission to close the libraries on Sunday, December 28, 2008 and Sunday, January 4, 2009 in an effort to save funding toward the expense of security coverage at the P. D. Brown Memorial branch. Ms. Possehl moved to close the library system December 28th and January 4th as requested. Mrs. Kimball seconded the motion. One abstention.
- C) Audit Report for FY2008-October 2008 Board Meeting:** The FY2008 Audit and Financial Statement Reports will be the only agenda item.
- D) Interviews for Board Vacancy-October 16, 2008:** Mrs. Kimball's term of service as Board member will end December 31, 2008. She has served as a Board member for the past eight years. Ten applications have been received for the Board term beginning January 1, 2009. Mrs. Ferren requested that the Board members participate in the interviews on Thursday, October 16, 2008, immediately after the Board meeting. A discussion followed. It was decided that the interviews would be scheduled every half hour. Lunch will be provided for the Board members so that all applicants can be interviewed.

6. SMRLA Report: Mr. Iekel reported:

- An orientation will be held in November for Board members.
- A discussion took place about adding a policy and procedure for responding to journalists' questions. The Board members suggested that Mrs. Ferren add a policy and procedure for this circumstance should it arise.
- The capability of the SIRSI/DYNIX computer system to call customers notifying them that their material hold requests are available for pick-up at the library is currently being tested. Mrs. Ferren advised the Board members that Mary Vittum of the Potomac branch would record the taped message, thus using a persons voice rather than the computer's electronic voice.
- There was a discussion about changing the logo for SMRLA's 50th Anniversary.
- Charles County Public High Schools have opted out of *LearnATest*

offered on SMRLA's COSMOS website. The school systems computer system was not harmonious with COSMOS.

- The *One Maryland, One Book* grants program to encourage statewide reading was introduced to the SMRLA Board.

7. Comments from Trustees:

- **Security - P. D. Brown Memorial:** Ms. Possehl asked if the security provided by the Charles County Sheriff's Department had resulted in an improvement in customer conduct at the Waldorf Branch. Mrs. Ferren introduced Ms. Deborah Knott, Asst. Branch Mgr, and Ms. Mary Tomlinson, Branch Manager, P. D. Brown Memorial Library. They reported that the officers are scheduled to work Monday through Thursday, from 3:15 p.m. until 8:15 p.m. The officers are patrolling the building, inside and outside. The officers escort the staff to their vehicles at closing time. Ms. Tomlinson reported that several customers have commented that they now feel safe visiting the library.
- **Waldorf West Library - Security:** The Board members suggested that Mrs. Ferren add security to the operating budget for the new Waldorf West library.
- **Long Range Plan Kickoff:** Mr. Harrington asked Mrs. Ferren how the half-day session for the Long Range Plan kickoff proceeded. She replied that she and Jo Anne Ellison, *JAE Facilitation and Training, Inc.*, were able to rearrange the sessions suitably. The second half-day session will be held Friday, October 31, 2008 at the La Plata Volunteer Fire Department.

Public Comments: None

Adjourned: The public meeting was adjourned at 10:20 a.m.

Date of the next meeting: The next Board meeting is scheduled for Thursday, October 16, 2008 at 9:15 a. m. in the Director's Office of the La Plata Branch Library.

Respectfully Submitted,

Sharon P. Bowie

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Board Secretary