



St. Mary's County Board of Library Trustees Meeting
10:00 A.M., April 19, 2021

Chesapeake Building and Virtual: Public meetings are now open to the public as long as social distancing guidelines can be maintained and the Commissioners' Meeting Room capacity limits do not exceed 32. Everyone in attendance must adhere to the social distancing guidelines and wear a mask at all times except when speaking, consuming food/drink or have a disability. Residents may listen to the meeting by calling 301-579-7236; access code: 963443#. The public is strongly encouraged to view the meeting remotely on Channel 95 and YouTube.

Members present James Hanley, Tressa Setlak, Sandra Hauenstein, Janice Walthour, John Walters, joined late: Michael Dunn

Meeting called to order

- I. Establishing a Quorum
 - a. 1 member absent, quorum established.
- II. Approval of March 2021 minutes
 - a. Motion to accept minutes from previous meeting/seconded
 - b. Motion passed
- III. SMRLA Report by Jim Hanley
 - a. Discussion on change to make up of the Board
 - b. Met with State Librarian
 - i. Changes to Board:
 1. From 9 members to 5 members
 - a. 1 from each county – general population
 - b. 1 from County Board
 - c. 1 Professional Librarian
 2. Members to be approved by State Librarian
 3. Directors are advisors to the Board
 - c. Changes is from Maryland State
 - i. Must go through Legislature and Governor approval
 - d. Changes to draft bylaws discussed
- IV. Virtual Meeting with David Saunders of Asset Strategies on OPEB Investments
 - a. Asset Strategies handles the Retirement Funds
 - b. In 2013 the funds started at \$500,000
 - c. Most recent returns at \$1,300,000
 - i. 13% annualized returns
 - d. Meets twice a year with the Director
 - e. Discussion to reallocate to Fixed Income accounts
 - i. The Board would like more info on the allocation management
 - ii. Mr. Saunders will put together a report on all allocations
 - f. Decision was tabled for May meeting after more information is provided.
- V. President's Report by Jim Hanley
 - a. Approval of EALs: 3/15/21 – 4/13/21
 - b. Questions:
 - i. PNC bills

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1. Conscious Discipline program – paid for with a grant
2. Professional Training for all staff – paid for with a grant
- c. Motion to approve/seconded
- d. Passed
- VI. Treasurer's Report by Sandi Hauenstein
 - a. Still working on giving Jim Hanley access to the accounts for review
 - b. Motion to accept report/seconded/passed.
- VII. Director's Report by Michael Blackwell
 - a. Informational
 - i. Employee Celebrations:
 1. Anniversaries: Emma Rawlinson (5)
 - b. Quarter 1 Statistics Review
 - i. Can't compare to 2020 because library closed 2nd week of March 2020
 - ii. 30% increase in online content
 - iii. Digital content is up.
 - c. Budget review
 - i. Question on cost of electrical
 1. Solar Panels option
 - a. Long term goal but will need a grant to fund
 - d. Legislative Session Update
 - i. Funding for Enoch Pratt Library passed
 - ii. Baltimore County Library passed bill to engage in collective bargaining
 - iii. Electronic Book license bill awaiting signature of Governor
 - iv. Need to extend broadband across the state
 - v. State Library did not get extra funding
 - vi. Capital budgets increased by 2.5 million
 - e. Reopening update
 - i. April 27 – Senior Center opens 9-3 M-F
 - ii. May 3 – Library returns to original hours: 9am – 8pm M – Th, 9am – 5 pm Fri & Sat.
 1. Sunday still closed until cost of Saturday night cleaning can be worked out.
 - iii. There has been a decrease in curbside with extended hours and more traffic inside.
 - iv. We will continue appropriate health measures:
 1. Air purifiers placed around the building
 2. PPE in use
 3. Self-checkout and Self-checkout app options
 - v. No in person programming inside
 - vi. Limited outside youth programming
 - vii. Questions:
 1. Concerns about books walking out with online app
 - a. No more than our normal concerns
 2. Do we periodically inventory
 - a. Branches inventory entire collection twice a year
 - viii. Janice Walthour thanks all staff for all their hard work to keep the library open.
 - f. RFID update
 - i. Radio Frequency Identification
 1. Allows check-in/out for inventory in mass
 - a. Charles County already has it.
 2. Costs provided in attachment to meeting

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- a. Money will be from the Friends of the Library
 - 3. Creates more efficiency.
 - g. ARPA Grants!
 - i. American Rescue Plan
 - 1. Discussion on use of grant
 - a. Mobile Library
- VIII. Action items
- IX. Contract with Asset Strategies
 - a. Tabled for May meeting.
- X. Dates to remember:
 - April 20: National Library Week Proclamation
 - Public Budget Hearing, April 27, 2021
 - MLA/DLA Conference, 5/3 – 5/7
 - Next Meeting: May 17, 2021: Chesapeake Building and Virtual/Telephone
- XI. Meeting Adjourned

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