



**St. Mary's County Board of Library Trustees Meeting  
9:30 AM Friday, April 14, 2023 2023  
Lexington Park Library**

The public may attend the meetings but should ask ahead of time to if they wish to speak (email [mblackwell@stmalib.org](mailto:mblackwell@stmalib.org) or call 301-475-2151). The public may view the meeting remotely on the Library's YouTube channel: <https://www.youtube.com/c/StMarysCountyLibrary>.

- I. Call to Order, Establish Quorum
  - a. Present: Michael Dunn, Sharon Fitzsimmons, John Johnston, Tressa Setlak, John Walters, Dorothy Waters
  - b. Absent: Judith Gwynn,
- II. Celebrations: Hip Hip Hooray for Kit Kirchofer, Nicole Bega, Bekka Howell, and Mary Beth Kocianic
- III. Approval of March 2023 minutes
  - a. Corrections/Questions
  - b. Motion to Accept: J Walters
  - c. Seconded: S Fitzsimmons
  - d. Approved
- IV. President's Report Michael Dunn
  - a. Approval of Monthly Expense Ledger: 3/16/2023 – 4/10/2023
    - i. Corrections/Questions
      - 1. Walker expense – Arts Council grant for a display system at Leon and Lexi
    - ii. Motion to Accept: T Setlak
    - iii. Seconded: J Johnston
    - iv. Approved
- V. Treasurer's Report Tressa Setlak
  - a. Quarterly report
    - i. Questions
      - 1. What is the history of the Vanguard accounts?
        - a. Vanguard Original
          - i. Used to pay for interns
          - ii. Not supposed to fall below \$50,000
        - b. Vanguard Rudolph
          - i. Before the Foundation, sometimes the Board took donations.
- VI. SMRLA Report John Johnston
  - a. Compensation and classification study
  - b. Staff wants to hold a community day of service
  - c. Legislation for Regional Libraries last minute revision
  - d. Board needs a St. Mary's County community member
    - i. Would like 3 names for submission
    - ii. Application available
  - e. Issuing RFP for ILL delivery
  - f. SMRLA meets usually every other month unless otherwise needed.
    - i. Second Tuesday at 5pm
    - ii. Next meeting in May
- VII. Director's Report Michael Blackwell
  - a. Informational
    - i. 3rd Qtr FY23 Statistics and Staff Turnover Report

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1. Overall increase in circulation
2. Digital circulation increased
3. Events increases over 1000% in-person due to coming back from COVID
  - a. Attendance up
4. Meeting Room and visitor us increased
5. Computer use increased
6. On-line presence increased
7. Tri County circulation-St. Mary's is still ahead, but Calvert and Charles are increasing use.
8. Questions
  - a. What is the mobile hot-spot?
    - i. Wi-fi device for those without internet connection.
  - b. Binge pass
    - i. Bonus borrows from Hoopla that doesn't charge library usage
    - ii. Entire collection of non-fiction videos
  - c. Do we run out of wi-fi hotspots?
    - i. Yes, they are constantly on hold
    - ii. S Stephenson tracks usage and need and moves devices around as needed or prepares to purchase additional when needed.
  - d. Mobile Library tracking
    - i. Will it be a separate branch?
      1. Yes
    - ii. Will it increase circulation or take away from brick and mortar libraries?
      1. Wie believe it will increase circulation because it will be visiting areas that do not normally have easy access to the libraries.
  - e. Visitor Tracking
    - i. Hard to compare Charlotte Hall's visitors to previous years when the Farmer's Market was available in the parking lot.
    - ii. Hall had less programming in the Fall and Winter due to staff turnover.
9. Turnover rate
  - a. Reduced from last year
- ii. Current Budget Review
  1. Budget amendments will be provided in May or June to move funds within the line items.
  2. Questions:
    - a. When is the budget produced
      - i. Try to produce it one week before the Board meeting
    - b. Where is the \$50,000 that was approved from the fund balance?
      - i. It is in the Mobile Library Supply line item adjustment and it is listed in the income of fund balance adjustment
- iii. Meeting days/times for the rest of 2023
  1. Updated times and locations provided.
    - a. May & November meeting moved back one week
    - b. Leonardtown meeting room A/V equipment is still not up to date.
- iv. Mobile Library ribbon cutting
  1. Submitted a request for \$15,000 for the County to pay for the Mobile Library electrical outlet
  2. National Aluminum shortage has caused another delay-pushed to late July.
- v. Summer Lunches
  1. Lexington Park is working with SMCPs to provide summer lunches
    - a. First few weeks, lunches provided at Lexi Library Monday-Friday.
    - b. When summer school starts, lunch will be provided at a school Monday-Thursday and at Lexi Library on Fridays.
    - c. The Librarians and Intern assist with lunches and provide activities for students and families during the event.
- vi. FOL Booksale

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1. Booksale begins today at the Fairgrounds-members only on Friday.
  2. Saturday and Sunday open to everyone
  3. Last weeks hail storm caused damage to fairground buildings and flooding and rainwater damaged some of the books, especially children's books.
  4. Next year's book sale is being reconsidered.
    - a. Thinking about a brick and mortar store, more online sales and possible smaller sales throughout the year.
- vii. Tentative budget amount sent for public review
1. Tentative increase of 15.6% for Library – additional \$518,000
  2. J Walters sent a letter to the editor to thank the Commissioner's for the funding and requested the public also send thank you letters.
  3. April 25<sup>th</sup> is appeal meeting with Commissioner's. Library will also be receiving a Proclamation at the 9:00 AM Commissioner's meeting.
- viii. Legislative update
1. Regional Library bill passed with an amendment
  2. Collective Bargaining for Public Libraries did not pass out of committee
  3. Enoch Pratt Free library capital project funding did not pass out of committee
  4. Aging Infrastructure Capitol Improvement Grant program did not pass
  5. Library Circulation Records-use of library records-passed
  6. Baltimore City Young Readers passed – (Dolly Parton funding) available across the state if you have a 50% funding partner.
  7. Overall funding of libraries-passed
  8. Minimum wage increase to \$15.00/hr will go into effect on January 2024
  9. Maryland Time to Care Act – state "FMLA" provides funds for unpaid sick leave
    - a. Employer and employees must contribute via payroll deduction at 50/50
    - b. Currently the law states up to 1.2% of each employees salary.
      - i. Could cost the library an additional \$17,000-\$25,000 in payroll expenses in FY25
- b. Break
- c. Action items
- i. Trustee Applications
    1. Have three applications – closes on April 30.
    2. Need to submit to the Commissioner's by late May.
    3. How would you like to interview: in-person or zoom?
      - a. T Setlak would like to see in-person interviews return.
    4. M Blackwell will send a doodle poll to schedule a time for interviews.
    5. Once applications have been reviewed, Board can determine if interviews are needed.
  - ii. Interns—one from the Trustees?
    1. Discussion:
      - a. Library hopes to have three interns, hoping that one will be funded by the Board.
      - b. T Setlak confirmed that the Board does have check signing ability.
      - c. Check would be needed at the end of the summer after the interns time has ended. Accounting will provide the Board with an invoice.
      - d. Motion to Fund one intern
    2. Motion to Accept: T Setlak
    3. Seconded: D Waters
    4. Approved
  - iii. Policy: Promotion guidelines
    1. Discussion:
      - a. Will adding some new promotion levels cause an issue for the Library budget?
        - i. The first requirement on the form is that the promotion are if "Library's operating budget allows for funding the promotion."

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- b. Motion to accept the new Promotion guidelines
    - 2. Motion to Accept: J Johnston
    - 3. Seconded: T Setlak
  - iv. Policy: Local Author Submissions
    - 1. Discussion:
      - a. Revision: Spiral Bound books, except braille
    - 2. Amendment proposed to accept the revision
      - a. Motion to Accept Amendment: J Walters
      - b. Seconded: S Fitzsimmons
      - c. Motion to accept the Policy as amended: J Walters
      - d. Seconded: S Fitzsimmons
      - e. Approved
  - v. Fund balance distribution and OPEB Contribution
    - 1. Discussion
      - a. Request for a fund balance transfer of \$45,798
      - b. Motion to Accept: J Johnston
      - c. Seconded: D Waters
      - d. Approved: J Walters opposes
    - 2. Discussion
      - a. Request for OPEB funding amount
        - i. After fund balance transfers and maintaining one month of Library expenses, there is \$29,715 available to transfer to OPEB.
      - b. S Fitzsimmons makes a motion to move no money until we know if we will get the Crosby donation.
      - c. Motion to table this until next month.
        - i. Motion to accept: J Johnston
        - ii. Seconded: T Setlak
        - iii. Approved
  - vi. Director's Goals for Calendar Year 2023—any additions?
    - 1. Discussion:
      - a. M Dunn recommends moving forward with only the first page of Director Goals
      - b. T Setlak and J Johnston agree.
      - c. J Walters created document for review of the Board.
      - d. M Dunn would like to save the ideas for a tactical response for the future
    - 2. Motion to Accept: T Setlak
    - 3. Seconded: J Johnston
    - 4. Approved: J Walters
    - 5. J Walters requested more choices than 1, 2, 3 on the review. Would like the Board to consider a 1 -5 rating system.
- d. Discussion (If time allows) - Tabled
  - i. OPEB Investments review (John Walters)
  - ii. Board Effectiveness Report

VIII. New Trustee business

Michael Dunn

- a. J Walters would like to give an update on the OPEB transfer next month.

Next Meeting: May 19, Leonardtown Library (we hope)

Dates to remember: April 14-16 FOL Book Sale; April 25, Library Week Proclamation (9:00 am) and Public Budget @ Chopticon High School (6:30 pm); May 2, Budget Appeals Due; July 25<sup>th</sup> Mobile Library Ribbon Cutting (1:00 pm)

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