



**St. Mary's County Board of Library Trustees Meeting
9:30 AM Friday, April 12, 2024
Leonardtown Library**

The public may attend the meetings but should ask ahead of time to if they wish to speak (email 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, Judith Gwynn, Tressa Setlak, John Walters, John Johnston, Dorothy Waters (9:15)
 - b. Absent: Sharon Fitzsimmons
- II. Reading of National Library Week Proclamation
- III. Approval of agenda
 - a. Corrections/Additions:
 - i. County appreciation certificates to Board members
 - ii. Add Network and Phone connectivity to VII
 - iii. Director Evaluation considerations under New Trustee Business
 - b. Motion to Accept: John Walters
 - c. Seconded: John Johnston
 - d. Approved
- IV. Approval of March 2024 minutes
 - a. Corrections/Questions: None
 - b. Motion to Accept: Judith Gwynn
 - c. Seconded: Tressa Setlak
 - d. Approved
- V. President's Report Michael Dunn
 - i. Approval of Monthly Expense Ledger: 3/1/2024-3/31/202
 - ii. Corrections/Questions: None
 - iii. Motion to Accept: John Johnston
 - iv. Seconded: Tressa Setlak
 - v. Approved
- VI. Treasurer's Report Tressa Setlak
 - a. Vanguard accounts saw loss due to market fluctuation
 - b. Schwab account had a positive change in value
 - c. Questions:
 - i. Which Vanguard account funds interns?
 1. Rudolph Account
- VII. SMRLA Report John Johnston
 - a. Corporate meeting
 - i. Legislative
 1. SMRLA board membership discussion
 2. Freedom to Read bill
 3. Maryland State Librarian retiring after 22 years: Irene Padilla
 - b. SMRLA Board Mtg
 - i. Elected officers
 1. President – Suzanne Darby
 2. Vice President – Pat Vaira

Administrative Offices
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- 3. Treasurer – Ronald Crupi
- ii. Budget discussion FY25
 - 1. Approval of budget at May 21st meeting
- iii. Study – medical care for retirees
- iv. Genetic testing discrimination
 - 1. Add to the St. Mary's County Personnel Manual for May meeting.
- v. SMRLA Retreat
 - 1. Suggestion to hold a SMRLA, Southern Maryland reception at legislative session.
 - a. Library is "heartbeat of the community"
 - b. SMRLA pre-pandemic held a legislative breakfast.
 - c. Director's visit ~~legislatures~~ **legislators** on Library Legislative Day.

VIII. Celebrations:

- a. Hip Hip Hoorays: Kati Kolenda, Emma Rawlinson, Allison Guy, Sandy Kleist, Rosa Nakamoto, Conor Roberson, Andie Tydings, Christine Biglin, Jill Hutchison
 - i. Conor Roberson gave an update on the Eclipse programs
- b. LATI Graduations:
 - i. Kristine Nguyen LATI Advanced
 - ii. Brian Youngs LATI Early Start Program
 - iii. Rita Baldwin LATI Early Start Program

IX. Director's Report

Michael Blackwell

- a. Informational
 - i. Presentation of County appreciation to the Board members
 - ii. FY24 Budget Review
 - 1. New chart added to the budget packet for the Board members to review.
 - 2. Have a request for a budget motion in Action items
 - 3. Mobile Library expenses low – why?
 - a. We projected the expenses for an entire year, and only had the Mobile Library since January.
 - 4. Total donation expenses
 - a. Restricted fund balance carries over from previous year.
 - 5. COVID hours – do we still pay?
 - a. Yes, we pulled it back, but there was a resurgence and became a hardship for our staff so it was reinstated.
 - 6. Do we pay for the COVID tests and masks?
 - a. No, those are provided by the Health Department and the Library distributes them.
 - 7. Have we filled our vacancy?
 - a. Yes, the vacancy was filled by a current staff member, which created a domino effect, and we had 2 other positions open through movement of our staff until all the vacancies were filled.
 - 8. Will we approve the FY25 budget in May?
 - a. No, we won't have one until after the budget is actually passed, which won't happen until May. A budget will be presented to the Board in June.
 - iii. Security update
 - 1. Emergency button for desks
 - a. \$2,500/branch = \$10,000
 - b. Additional cost of approximately \$1,000/branch annually
 - iv. Legislative update
 - 1. Four bills became final
 - a. SB 248/HB285
 - i. SMRLA Board – board membership
 - b. SB250/HB208 Overdue Library Materials

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- i. Library does not currently charge minors for fines, only lost or damaged items.
 - c. SB591 Collective Bargaining Bill
 - i. Guides the union voting process
 - d. SB378/HB0785 Freedom to Read Act
 - i. Libraries must adopt policies promoting the freedom to read.
 - v. Strategic Planning Update
 - 1. See presentation from Library IQ
 - vi. Health Clinic Update
 - 1. July 1 the health clinic will open for all eligible county employees
 - 2. Acquired by Marathon Health
 - vii. RFPs for AV Upgrades in Meeting Rooms at HALL and LEXI
 - 1. Will input into eMMA
 - viii. Network and Phone connectivity
 - 1. Our phones are linked to county phone lines.
 - 2. Wifi fiber lines allows communication between branches provided by county.

b. Action Item

- i. Materials Selection Policy changes
 - 1. Corrections/Questions
 - a. New policy changes brings policy in line with new Freedom to Read Act
 - b. J Gwynn would like to table this until the law has been signed by the governor.
 - 2. Motion to Accept: J Johnston
 - 3. Seconded: Tressa Setlak
 - a. Motion for an amendment to pass it contingent on the Governor's signing and the date the Act is effective.
 - i. Motion to Accept Amendment: J Walters
 - ii. Seconded: J Johnston
 - iii. Approved: Accept the amendment.
 - 4. Approved with amendment
- ii. Program and Event Selection Policy
 - 1. Corrections/Questions
 - a. J Walters requested form attached to policy.
 - 2. Motion to Accept: J Johnston
 - 3. Seconded: T Setlak
 - 4. Amendment: Request a copy of the form attached to the policy
 - a. J Walters
 - b. Seconded: J Gwynn
 - c. Vote: Yea – 2, No – 4
 - d. Does not pass
 - 5. Approved
- iii. Budget reconciliation: move funds for one need
 - 1. Corrections/Questions
 - 2. Motion to Accept: J Walters
 - 3. Seconded: J Johnston
 - 4. Approved

X. New Trustee Business

Michael Dunn

- a. Procurement Process-version 2
 - i. Items B & C changed. Want to follow the Maryland procurement requirements and eMMA.
 - ii. Want to create a cycle of review
 - 1. 3 contracts to review every year
 - 2. Maybe change to 1/3 of the pool of contracts

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- iii. Need to add that we will use eMMA, but can also go outside of eMMA for contract bids.
- iv. Provide the Board with a list of current contracts in May.
- b. Director Evaluation
 - i. List of ideas/suggestions that have been submitted by other county libraries.
 - 1. Asking the Board to review this and email J Gwynn with suggestions and favorite topics.
- c. Screening of "Grandma's Hands" – J Gwynn attended.

Next Meeting: May 10, 2024 9:30 – 12:30, Lexington Park Library

Dates to remember:

- April 23: Public Budget Hearing; May 17-19, FOL Book Sale

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