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
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
      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 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
       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
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
      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
   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