



**St. Mary's County Board of Library Trustees Meeting
10:00 A.M., August 16, 2021**

Chesapeake Building and Virtual: We meet in the Commissioners' Room of Chesapeake Building. Residents may however listen to the meeting by calling 301-579-7236; access code: 963443#. The public is encouraged to view the meeting remotely on Channel 95 and YouTube: https://www.youtube.com/channel/UCcDK2_siSdnSnxDKWVtU7JQ .

- I. Call to Order/Establishing a Quorum**
 - a. Present: Janice Walthour, Sandi Hauenstein, Jim Hanley, John Walters, Tresa Setlak, Carolyn Guy
 - b. Absent: Michael Dunn

- II. Approval of July 2021 minutes**
 - a. **Motion, seconded**
 - b. **approved**

- III. President's Report Jim Hanley**
 - a. **approval of EALs: 7/10/21 – 8/13/21**
 - i. motion to accept, seconded
 - ii. approved

- IV. Treasurer's Report (w. approval of Intern costs) Sandi Hauenstein**
 - a. Intern Costs reimbursement
 - i. Authorized \$2000 for summer intern in November 2020
 - ii. 856.66 Rudolph
 - iii. Remaining from Vangaurd

- V. SMRLA Report Jim Hanley**
 - a. Nothing to report
 - b. From Michael – working on RFID with SMRLA

- VI. Director's Report: Michael Blackwell**
 - a. Celebrations:
 - i. 15 Year Anniversary: Tammy Jones (LEXI);
 - ii. 5 years, Ben Sweeney (Subst.)
 - iii. NAACP event –
 1. FOL gave free books
 2. NAACP gave away backpacks
 - a. Remaining backpacks will go to libraries to give away
 - b. Informational
 - i. Budget review: FY22
 1. No insurance paid yet due to billing error by insurance company
 2. Calculation incorrect in funding Total Charges and Fees
 - a. Will correct on next budget report
 - ii. Intern Costs
 1. Intern is now employed by St. Mary's County Library at Charlotte Hall as a 28 hour/week part time Librarian.

Administrative Offices
23630 Hayden Farm Lane
Leonardtwn, MD 20650
301-475-2151
FAX: 301-884-4415
info@stmalib.org

Charlotte Hall Library
37600 New Market Road
Charlotte Hall, MD 20622
301-884-2211
FAX: 301-884-2113
hall.manager@stmalib.org

Leonardtwn Library
23630 Hayden Farm Lane
Leonardtwn, MD 20650
301-475-2846
FAX: 301-884-4415
stma.manager@stmalib.org

Lexington Park Library
21677 FDR Blvd
Lexington Park, MD 20653
301-863-8188
FAX: 301-863-2550
lexi.manager@stmalib.org



- iii. ARPA Grants Update—mobile library RFP, etc.
 - 1. Mobile Library Grant
 - a. Working with consultant
 - b. Will need an FTE or 2 next year
 - c. Some portion of grant may be able to go to staffing
 - 2. Ebook Grant
 - a. Working with Lyrisis
 - i. Palace (Palace for the People –Libraries) new app
 - iv. Maryland legislation update: reactions to MLA statement of what is “reasonable”
 - v. OPEB statement
 - 1. Maryland mandate to have investment fund
 - 2. At 29%
 - 3. Commissioners provide \$99,000 for expenses to retiree health benefits
 - a. Anything not spent (surplus), we put into OBEP account
 - b. Some years we exceed expenses
- c. Action items
- i. Regional Library Agreement: Facilities Master Study
 - 1. Need a new facilities study to receive capital grants
 - 2. We must pay a matching cost of \$9,435
 - a. Study on our own would exceed \$40,000
 - 3. Motion to approve and seconded
 - 4. Questions
 - a. Will it trigger a Capital grant, no
 - b. Hiring only those eligible to work in US-included in labor laws
 - c. Ada compliance in all facilities-part of study
 - 5. Approved with one oppose
 - ii. Manuals
 - 1. Volunteers
 - 2. Updated Manual
 - a. Motion to accept, seconded
 - b. Question
 - i. Amended youth volunteers-16 age of consent for signed volunteer form
 - c. Vote-passed
 - 3. Volunteer Guidelines
 - a. Motion to accept, seconded
 - b. Questions
 - i. Library staff will not administer or handle medication
 - c. Motion passed
 - iii. Sundry Manual Changes
 - 1. Motion to accept, seconded
 - 2. Questions
 - a. Study room policy
 - b. 2 weeks’ resignation requirement
 - i. Consider adding wording to allow library to choose length of final time
 - c. Is staff aware of code words-yes

Administrative Offices
23630 Hayden Farm Lane
Leonardtown, MD 20650
301-475-2151
FAX: 301-884-4415
info@stmalib.org

Charlotte Hall Library
37600 New Market Road
Charlotte Hall, MD 20622
301-884-2211
FAX: 301-884-2113
hall.manager@stmalib.org

Leonardtown Library
23630 Hayden Farm Lane
Leonardtown, MD 20650
301-475-2846
FAX: 301-884-4415
stma.manager@stmalib.org

Lexington Park Library
21677 FDR Blvd
Lexington Park, MD 20653
301-863-8188
FAX: 301-863-2550
lexi.manager@stmalib.org



3. Vote-passed
- iv. Maker Space Policy and Agreement
 1. Motion to approve, seconded
 2. Vote-passed
- v. 3D Printing Policy combined with Cricut
 1. Motion to approve, seconded
 - a. Question
 - i. Change wording to “disclaim all knowledge and responsibility” “does not accept knowledge and responsibility”
 - ii. Wording change: change “acknowledge” to “accept” on both policies
 - iii. “The library disclaims and does not accept...”
 2. Amended motion to accept new wording
 - a. Vote-passed
 - i. Language is also in Makerspace policy-change there also.
- vi. Cricut Use Policy
- vii. COVID Testing Guidelines Policy
 1. Motion to accept, seconded
 2. Questions
 - a. Concern-requirement for testing
 - i. False positives
 - b. What is issue of not allowing rapid testing
 - i. Once a week testing would make it difficult to schedule those employees for the first half of the week
 - c. Levels of transmission are listed on health website for all counties
 3. Amendments
 - a. Remove “in” under Vaccinations
 - b. Add “bus” under travel restrictions
 4. Vote-passed with one nay
- viii. Investment Policy
 1. Do we want legal review before we institute?
 - a. Yes-have outside counsel review before voting.
 - b. Michael will send to library attorney

Next Meeting: September 20, 2021: Chesapeake Building and Virtual/Telephone

Dates to remember: September 21 (11:30-1:30), State of the County; September 23-26, County Fair; October 7 – 9, CORE Conference in Baltimore

VII. Meeting Adjourned

Administrative Offices
23630 Hayden Farm Lane
Leonardtown, MD 20650
301-475-2151
FAX: 301-884-4415
info@stmalib.org

Charlotte Hall Library
37600 New Market Road
Charlotte Hall, MD 20622
301-884-2211
FAX: 301-884-2113
hall.manager@stmalib.org

Leonardtown Library
23630 Hayden Farm Lane
Leonardtown, MD 20650
301-475-2846
FAX: 301-884-4415
stma.manager@stmalib.org

Lexington Park Library
21677 FDR Blvd
Lexington Park, MD 20653
301-863-8188
FAX: 301-863-2550
lexi.manager@stmalib.org