



**St. Mary's County Board of Library Trustees Meeting**  
**9:30 AM Friday, August 11, 2023**  
**Virtual Meeting**

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). People wishing to address the Board this month should ask beforehand and plan to come to the Leonardtown Library to address the Board virtually. 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, Judith Gwynn, John Johnston, Tressa Setlak, Dorothy Waters, John Walters
  - b. Absent:
- II. Request to address the Library Board of Trustees by Mr. Chris Peabody
  - a. Concerned about new concealed carry law passed at July 2023 Board meeting.
  - b. Does not want the law changed before October 1, 2023
- III. Approval of July 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: 7/1/2023-7/31/2023
    - i. Questions
      1. Lexi Trash
        - a. Monthly billing
        - b. Can we research other trash options for Lexi?
          - i. Library will research other options.
          - ii. Evergreen is a possibility.
      2. Two trash for Lexi and no trash bills for Leon or Hall
        - a. Lexi trash bill comes at the end of the month, waited till new fiscal year (July 1) to pay July, but paid August as soon as I received it at the end of July.
        - b. Leon is paid quarterly to the County
        - c. Hall is paid monthly to SMRLA
      3. Orange Boy-what services do they provide?
        - a. They provide all of our analytics.
        - b. Maps of patron usage
        - c. Door counts
    - ii. Motion to Accept: J Gwynn
    - iii. Seconded: J Johnston
    - iv. Approved
- V. Treasurer's Report Tressa Setlak
- VI. SMRLA Report John Johnston
  - a. Looked at study of regional delivery system of materials and will make a decision on which option at the September meeting.
  - b. Approved new investment policies for the SMRLA 403b plan

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- c. Officially joined network for MILO/MARINA. Books will be distributed through Marina through the regular ILL delivery. Drop off/pick up point at Fairview Library is operational. No longer using UPS.
- d. Hot spot survey – 45% of hotspot users say they use library hotspots because of the cost of internet.
- e. September, SMRLA will have a staff day.
- f. M Dunn – We need a Board member to join SMRLA Board
  - i. J Gwynn volunteered.

VII. Celebrations:

- a. Hip Hip Hoorays: None

VIII. Director's Report

Michael Blackwell

a. Informational

i. FY23 Budget Review, including profit/loss statement

- 1. Final budget update for FY23 before Audit completion.
- 2. Budget line transfers to balance budget will be requested a action items.
- 3. Profit & Loss statement provided.
  - a. FOL & Donation are restricted funds
  - b. Board Vanguard accounts are restricted funds.
  - c. The Library would like to go fine free within the next couple fiscal years.
  - d. The Library used just over \$5,000 of the Fund Balance.
    - i. The Audit will show a profit due to the FOL, Donation and Board funds.
  - e. J Walters – why doesn't our income not equal our expenses
    - i. We build in a fund balance use each year. This means that we expect to spend more than we will take in and we will pull from the fund balance each year.
    - ii. The fund balance request is part of our budget presented to the County.
  - f. J Gwynn
    - i. What happened to the extra fund balance approved earlier in the year.
      - 1. We did not need the extra fund balance that was requested.
      - 2. We were not sure what that outcome would be until the end of year reconciliation.

ii. FY24 Budget Review

- 1. New line items shows current account balances and fund balance.
- 2. FY24 use of fund balance was approved last month.
- 3. J Walters-when will the Board transfer the Vanguard funds to the Foundation?
  - a. The Board will need to complete the transfer.
  - b. The Foundation is not currently ready to accept the funds.
  - c. The Board and the Foundation will need to discuss the issue.

iii. Mobile Library Update

- 1. Expect the vehicle will be in Maryland by the end of August.
- 2. J Walters would like the Board to see the contract for the vehicle.
  - a. New members have not seen the contract.
- 3. J Walters-payments for the wrap
  - a. There was a payment to the artist and a payment to the wrap installer. It was marked as first payment because there may be an additional small charge for the application if there are any small changes once we receive the vehicle.
- 4. J Gwynn
  - a. Concerns for the actual arrival of the van?
    - i. Biggest delays have been computer chips and aluminum supplies.
    - ii. If needed, legal means could be used to get the funds back, however, those funds go back to the State and we forfeit the ability to acquire a van and would have to pay the legal fees.

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- iii. Extensions have been requested three times and were granted. No new extensions were agreed upon after FY23. All grant funds had to be expended by June 30, 2023.
  - b. What are acceptance testing procedures to accept the van?
    - i. L Boonchaisri and S Kleist visited the contractor last week.
    - ii. Received confirmation that as soon as our van arrives, work will stop on all their other projects to work on ours.
    - iii. Upon delivery, the contractor does a full inspection. The contractor says our manufacturer is the best in the county.
    - iv. Once they complete the inspection, final dimensions will be provided to us.
- 5. T Setlak
  - a. The supply problems could not be avoided by anyone. The Library has been following through with communication and working diligently to work with the contractors for the van.
- iv. Meeting with Asset Strategy
  - 1. Library Questions
    - a. "Scored against our peers" Who are our peers
      - i. Health and wellness plan peer group
  - 2. Investment policy statement
  - 3. Next month Board will vote on Bolton recommendations
  - 4. Ad Hoc committee will discuss the recommendations and will inform the Board
- v. Actuarial Report from Bolton
  - 1. Library OPEB is 43.43% funded
  - 2. J Walters – FY2023 is \$92,966
    - a. This is the expenses for Retiree health insurance for FY23 that the Library paid from the operating funds.
  - 3. J Gwynn
    - a. FY22 is \$143,777
    - b. The cost of Retiree health insurance for FY22 was \$113,777 plus we contributed \$30,000 to the OPEB account to total \$143,777.
- vi. Question about solar grant for the Libraries.
  - 1. Were not able to get the grant.
  - 2. County is looking into solar panels which may include two of our libraries
    - a. The County owns the buildings.
  - 3. The Library has recently worked with SMECO to do an audit of all three buildings and provide recommendations on ways to save on energy. The Library has provided Building Services with these recommendations because Building Services controls the timing of the systems.
- b. Action items
  - i. FY23-04 Budget Amendment
    - 1. Motion to Accept: S Fitzsimmons
    - 2. Seconded: J Johnston
    - 3. Approved
  - ii. Website Privacy Policy
    - 1. Questions
      - a. J Johnston
        - i. Does this apply only to our main website and not to COSMOS
          - 1. Yes, that is correct, this does not apply to third party linked sites
        - ii. Do we track types of devices used?
          - 1. We have a little data on the devices based on screen resolution.

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- iii. Do we track cookies
  - 1. No, the Library does not use any cookies.
- b. S Stephenson
  - i. The main difference between this new analytics and the old is that we do not link the IP address with what the IP address visited. The visits are anonymous.
- c. S Fitzsimmons
  - i. Would like to spell out that we do not link the IP address and sites visited
  - ii. "the site is anonymized and not tied to other data collected."
- d. J Gwynn
  - i. How do you not keep information if you have to put your library card number to reserve a room.
    - 1. The reservation system is a third party site.
    - 2. A library card number is NOT required to reserve a room.
      - a. The Library has requested that the Library card number line be moved to the bottom, however they have not done it yet and The Library does not own the site to move the line.
    - 3. Library card number is only used on third party sites from the library website.
      - a. Catalog
      - b. Reservation system
      - c. Some reference sites
    - 4. Maryland has very strict confidentiality statements that we do follow.
    - 5. The full Privacy policy does have a section on third party vendors.
- e. Amended lines
  - i. Add "stmalib.org" to clarify that the policy applies to the Library website.
- 2. Motion to Accept: J Johnston
  - a. Seconded: S Fitzsimmons
  - b. Approved

IX. New Trustee Business

Michael Dunn

- a. What age do you need to be to reserve a room.
  - i. Must be 12 or accompanied by an adult.
    - 1. This allows students to reserve study rooms.
  - ii. J Walters – concerned this is a youth entering a contract
    - 1. Other Board members disagree
- b. Does this issue with bedbugs happen often.
  - i. No, we had two incidents in a week, they were different borrowers.
  - ii. Hasn't happened in the last 7 years in St. Mary's
- c. How does the Library help reach illiterate patrons.
  - i. Our Mobile Library will strive to reach them
  - ii. The Literacy Council has an office at the Lexington Park Library and is in partnership with the Library.
    - 1. <https://literacysmc.org/>
- d. Should the Library go bilingual with Spanish
  - i. The Library has added an accessibility/inclusivity toolbar (ReciteMe) which translated the website and allows the website to be read to someone.
  - ii. We are currently working on creating some of our handouts into Spanish.
  - iii. The Library currently has several bilingual employees.

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- e. Strategic Plan
  - i. Can the literacy plan be included in the strategic plan.
- X. Discussion
  - a. Financial: review of investment policy and review of OPEB investments with Ad Hoc finance group—that group: did you wish a separate meeting with Asset Strategy to review the questions you sent?
  - b. If time: Statewide Futures Blueprint.
- XI. If necessary: Closed session to discuss possible legal action involving the library
  - a. Motion to Close the session: J Walters
  - b. Seconded: D Waters
  - c. Approved by roll call vote.

Next Meeting: September 8, Lexington Park Library  
9:30 – 12:30

Dates to remember: Foundation Fundraisers, September 7 (at The Rex) and November 10 (Leonardtown Library).

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**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")**  
**UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)**  
*with Instructions*

**Instructions to presiding officer:** To meet in a closed session under the Act, the public body must first meet in open session, after providing proper notice. Make sure that the open session is attended by a member designated to receive open meetings training. If a designated member cannot attend, complete the Compliance Checklist.<sup>1</sup> If the public body has never designated a member for training, it must do so **before closing the session**.

Before closing the session, take two steps: (1) conduct a recorded vote on a motion to close; and (2) make a written "closing" statement. If the public body might return to open session afterwards, be sure to tell the public that. During the closed session, keep the discussion topics within the confines of the closing statement. After the closed session, the events of the closed session must be disclosed in the next open-session minutes.

The top part of this form is a model closing statement. **It has two sides.** Before closing the open session, complete items **1 through 4** on this form or in any writing with the same information. If someone pre-prepared the form for you, make sure it reflects the public body's own intended topics and reasons for closing the meeting. A member of the public may inspect the closing statement at the time of the closing and may object to the decision to close the meeting. Once the meeting is closed, the closing statement sets the agenda and may not be changed.

The bottom part of the form is a worksheet that provides a checklist of the disclosures that must be made in the next open-session minutes. The worksheet is not part of the closing statement.

**1. Recorded vote to close the meeting:** Date: 8-11-2023; Time: 12:05; Location: Virtual=Zoom;  
Motion to close meeting made by: John Walters; Seconded by Dorothy Waters;  
Members in favor: Michael Dunn, John Johnson, Tressa Setlak, Sharon Fitzsimmons, Dorothy Waters, John Walte; Opposed: None;  
Abstaining: None; Absent: None

**2. Statutory authority to close session (check all provisions that apply):**

**This meeting will only be closed under the provision or provisions checked below, all from General Provisions Art. § 3-305(b):**

- (1) ☐ "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"; (2) ☐ "To protect the privacy or reputation of individuals concerning a matter not related to public business"; (3) ☐ "To consider the acquisition of real property for a public purpose and matters directly related thereto"; (4) ☐ "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; (5) ☐ "To consider the investment of public funds"; (6) ☐ "To consider the marketing of public securities"; (7) ☐ "To consult with counsel to obtain legal advice"; (8) ☒ "To consult with staff, consultants, or other individuals about pending or potential litigation"; (9) ☐ "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; (10) ☐ "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans"; (11) ☐ "To prepare, administer, or grade a scholastic, licensing, or qualifying

<sup>1</sup> [http://www.marylandattorneygeneral.gov/OpenGov%20Documents/Openmeetings/COMPLIANCE\\_CHECKLIST%20.pdf](http://www.marylandattorneygeneral.gov/OpenGov%20Documents/Openmeetings/COMPLIANCE_CHECKLIST%20.pdf)



examination"; (12) ☐ "To conduct or discuss an investigative proceeding on actual or possible criminal conduct"; (13) ☐ "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter"; (14) ☐ "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process"; (15) ☐ "To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to" (i) "security assessments or deployments relating to information resources technology"; (ii) "network security information," such as information that is related to passwords, personal ID numbers, access codes, encryption, security devices, or vulnerability assessments or that a governmental entity collects or maintains to prevent, detect, or investigate criminal activity; or (iii) "deployments or implementation of security personnel, critical infrastructure, or security devices."

3. For *each* provision checked above, the corresponding topic to be discussed and the public body's reason for discussing that topic in closed session, in as much detail as possible without disclosing the information that may be discussed behind closed doors:

Citation (insert # from above)	Topic <i>We expect to discuss these matters:</i>	Reason for closed-session discussion of topic - <i>We are closing the meeting to discuss this topic because:</i>
§ 3-305(b) <input checked="" type="checkbox"/>	(8) Potential litigation	Of a request to the State's Attorney that could involve the library in legal action
§ 3-305(b) <input type="checkbox"/>		
§ 3-305(b) <input type="checkbox"/>		
§ 3-305(b) <input type="checkbox"/>		

4. This statement is made by Michael Dunn, Presiding Officer.

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**WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION THAT MUST BE  
DISCLOSED IN THE MINUTES OF THE NEXT OPEN SESSION (§ 3-306)(c)(2) or § 3-104**

**For meetings closed under an exception, as disclosed above:**

Time of closed session: 12:05 Place: Virtual-Zoom

Purpose(s): To consult with staff on potential litigation

Members who voted to meet in closed session: Michael Dunn, John Johnson, Tressa Setlak, Sharon Fitzsimmons, Dorothy Waters, John Walters, Judith Gwynn

Persons attending closed session: Michael Dunn, John Johnson, Tressa Setlak, Sharon Fitzsimmons, Dorothy Waters, John Walters, Judith Gwynn

Authority under § 3-305 for the closed session (see chart above): (8)--potential litigation

Topics actually discussed:

Each action Taken: No actions/votes were taken. The potential for legal action was discussed.