



**St. Mary's County Board of Library Trustees Meeting
9:30 AM Friday, December 8, 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 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, Sharon Fitzsimmons (virtual)
 - b. Absent: Dorothy Waters
- II. Approval of November 2023 minutes
 - a. Corrections/Questions
 - b. Motion to Accept: J Walters
 - c. Seconded: J Gwynn
 - d. Approved
- III. President's Report Michael Dunn
 - a. Approval of Monthly Expense Ledger: 11/01/2023-11/30/2023
 - i. Corrections/Questions
 1. PNC Misc Supplies – credit card payment for all employee credit cards in one payment
 - a. Each expense on the credit card is noted in QBO, but the payment is listed as misc.
 2. Ingram Books & Processing – what is processing – the labels are added to the books by the vendor and SMRLA.
 - ii. Motion to Accept: J Johnston
 - iii. Seconded: J Walters
 - iv. Approved
- IV. Treasurer's Report (next report, end of 2nd Qtr. to be presented in January)
- V. SMRLA Report John Johnston
 - a. No meeting occurred before the Library Board mtg
- VI. Celebrations:
 - a. Hip Hip Hoorays: Amy Ford, Belinda Lloyd, Breanna Thorne, Megan Friend, Sarah Faber, Jeffrey Stainbrook
 - b. LATI Graduation: Rosa Nakamoto, Jacob Parsons
- VII. Director's Report Michael Blackwell
 - a. Informational
 - i. Staff Day Update
 1. Thank you to our presenter from the Library for the Maryland for the Blind and Print Disabled.
 2. MLA president presented to our staff about their MLA membership and how they can get involved.
 3. Staff development and team enhancements
 4. John Johnston – present for the entire day – impressed by the staff day
 5. M Dunn – attended part of the day - thank you for all the details put into the event.
 - ii. FY24 Budget Review
 1. Admin & Covid hours is almost expended.

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- a. Spike in covid cases that we were not expecting
 - b. Will do a line adjustment towards the end of the year.
 2. Digital contracts at 123% - Had a contract for Recite Me (accessibility tool) that we did not plan for. Virtual services will be under budget and will require a line item movement.
 - iii. Mobile Library Update—checklist
 1. Dec 20th – visit Mobile Library and go through the specs of the vehicle and verify it's safety.
 2. Dec 22nd – take possession of the vehicle.
 3. January 9th – Ribbon Cutting at Leonardtown Library with the Commissioners
 - a. Invite list to the event will go out next week
 4. February 10-11 weekend – Mobile Library open house at all three library locations.
 - iv. Personnel Manual
 1. Another session of review is scheduled for next week.
 2. Another draft will be prepared for January meeting
 3. Discussion on some edit declines
 - a. Page 10 – replace full Library name with “The Library”
 - b. “Director nominates for appointment.” – Maryland law language
 - c. Page 10, 1.8 – insert Maryland Department of Education – not going to add, doesn't report to the Department of Education. Library is independent.
 - d. Page 17, 2.10 – one year time limit for breastfeeding. – Federal law. The library works with all employees.
 - e. Page 22 – Safe & Secure – a procedure manual, does not require Board approval.
 - f. Page 28 – FTTM at 35 hours and overtime at 40 hours. Federal wage and hour law.
 - g. The 28 hour cut off for part time – an employee who hits 30 hours on a regular basis would be required to be offered benefits.
 - h. Page 30 – Comp time – we are not state employees.
 - i. Page 37 – Mileage reimbursement – Library van availability – staff are not required to travel to trainings. We have virtual and local trainings for staff who do not wish to travel.
 - j. Annual Leave Accrual – maximum accrual is listed in future paragraphs.
 - k. Page 62 – Use of credit cards – coordinators, branch managers and deputy director and director have cards.
 - l. Page 72-73 – separations and terminations – forfeit leave – legal and standard policy.
 - m. Page 75 – Retired employee benefits – adjusting the timeline – the county chooses the timeline.
 - n. Page 76 – Sudden death of an employee – a beneficiary form does not override a will or an estate or court. “Compensation will be paid out in accordance with Maryland law.”
- b. Action Item
 - i. Everside Health Participation – update of staff poll
 1. 100% of employees voted that they would like to have the Library join the clinic
 2. Comments
 - a. Cost to the Library
 - i. Approximately \$10,000 in admin fees per year.
 - b. Cost built into the FY25 budget
 3. Motion:
 - a. Motion to move forward with the county on Everside if they buy in
 4. Motion to Accept: M Dunn
 5. Seconded: J Johnston
 6. Approved: J Walters Abstains – motion passes
 - ii. Approval of FY2025 draft budget

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1. Motion to Accept: J Walters
2. Seconded: J Johnston
3. Approved.
- iii. Election of Trustee Officers
 1. Nominations
 - a. President: M Dunn
 - b. Vice President: J Johnston
 - c. Treasurer: T Setlak
 - d. Motion to reelect current slate of officers
 - i. Moved: J Gwynn
 - ii. Seconded: T Setlak
 - iii. Approved: J Walters abstains
- iv. Net Promoter Score for the Library
 1. Score: 91.2%
 - a. The range is from -100% to 100%

VIII. New Trustee Business

Michael Dunn

- a. J Walters would like to set up a committee to review the audit
 - i. Set up an ad hoc review, not a forum. No more than 3.
- b. J Walters – request for SMRLA bylaws
- c. J Walters – request for PNC statements – please return to B Lloyd. Handed out to present members.

IX. (If necessary) Closed session to discuss Library Director Annual Review

- a. Not needed – will meet next month

Next Meeting: January 12, 2024, Leonardtown Library 9:30 – 12:30
Dates to remember: FOL Booksale, December 9; Mobile Library Ribbon Cutting: January 9

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