



**St. Mary's County Board of Library Trustees Meeting
9:30 AM Friday, December 13, 2024
Leonardtwn Library**

The public may attend the meetings but should ask ahead of time 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. Michael Dunn, Judith Gwynn, John Walters, John Johnston, Dorothy Waters, Sharon Fitzsimmons. Tressa Setlak
- II. Approval of agenda
 - a. Motion: D Waters
 - b. Second: J Walters
 - c. Approved
- III. Approval of November 2024 minutes
 - a. Motion J Gwynn
 - b. Second: J Johnston
 - c. Approved
- IV. President's Report Michael Dunn
 - a. Approval of Monthly Expense Ledger: 11/1/24-11/30/24
 - i. Motion: J Johnston
 - ii. Second: T Setlak
 - iii. Questions:
 1. Verizon Wireless is for Admin cell phones and Mobile Library wifi
 2. Driver Training – Mobile Library training for staff. No new training expected unless there is staff turnover.
 - iv. Approved
- V. Treasurer's Report
 - a. Quarterly Report—next given in January 2025
- VI. SMRLA Report John Johnston
 - a. SMRLA closed two days for Polaris outage
 - b. 6 responses for RFP for Strategic Plan
 - i. Greenway Strategy Group
 - c. Adjustments to Collection Development Policy and Privacy Policy
 - d. Adding access to MS Sharepoint to SMRLA board members
 - e. Formed Finance Committee – 2 members
 - f. Board still needs two community member from St. Mary's County
- VII. Celebrations:
 - a. Milestones:
 - i. Laura Boonchaisri – Marketing & Communication Coordinator – 10 Years
 - ii. Naomi Cole – Library Assistant, Hall – 10 Years
 - b. Congratulations:
 - i. Anna Williams and Kathryn Dailey for Early Start LATI;
 - c. Hip Hip Hoorays:
 - i. Staff Day team: Amy Ford, Brittany Cornish, Amy Dickinson, Rita Baldwin, Andrea Monagle, Helen Krissoff, Tess Goldwasser, Eleanor DePiazza, Belinda Lloyd

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



VIII. Director's Report

Michael Blackwell

a. Informational

- i. Access to the Board email provided to members
- ii. FY25 Budget Review
 - 1. 42% of year elapsed
 - 2. Health insurance is over budget
 - a. Employees added due to life events
 - 3. Lexi electric is up from summer and autumn. This often trends back down throughout the year.
 - 4. SMRLA has switched trash companies. We are monitoring the trash service to consider switching Lexi's next year.
 - 5. Circulation – 51% encumbered.
 - 6. Programs is expected to spend out by mid spring. Summer is funded by FOL funds.
 - 7. Charlotte Hall landscape – some bills from previous fiscal year and the landscaping was behind, so extra landscaping was needed.
- iii. Lexington Park Security Update
 - 1. County has said that there are no grants available to support the addition of cameras in the Lexi parking lot for greater security.
 - 2. Currently looking for other grants to support this project.
- iv. Outreach Division Update
 - 1. 395 outreach events in 2024 plus 19 remaining in December.
 - 2. 9 canceled: 4 canceled by site contact, 3 canceled due to weather, 2 canceled due to staffing.
 - 3. 9,182 community interactions
 - 4. 459 hours representing the Library across the county
 - 5. 25 stops: 14 public, 11 private
 - 6. 103 library cards issues, 4,061 items circulated
- v. Meeting Schedule for 2025
- vi. Summary of Organizational Climate Survey
 - 1. 94% positive
 - 2. More communication -streamline communication
 - 3. It appears our staff feels that they contribute positively to the community
- vii. Update on TTCA – Time To Care Act/FAMLII
 - 1. FAMLII act will be in effect July 2025
 - a. Employee and employer must contribute into the collective.
 - b. The Library has joined a Collective with all Maryland Libraries and many schools and counties.
 - c. RFP has been submitted for the Collective.
- viii. Update on Everside Clinic
 - 1. Expected share of clinic is approximately \$16,785
 - 2. The health rebate for FY24 will be allocated to this payment and to save the remaining rebate balance to apply to the following year's clinic cost.

b. Action Items

- i. Updated policies for Maryland Freedom -To- Read Act
 - 1. Materials Selection
 - a. Approved with typos corrected and addition of COMAR citation
 - i. Motion: J Walters
 - ii. Seconded: T Setlak
 - iii. Approved.
 - 2. Programming
 - a. Typo correction
 - i. Motion: T Setlak
 - ii. Seconded: J ~~Johnson~~ Johnston

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- iii. Approved
- ii. FY 26 Budget—draft for approval
 - 1. Motion: T Setlak
 - 2. Seconded: D Waters
 - 3. Approved: passed; S Fitzsimmons abstains,.
- iii. Retirees Health Benefit Fund
 - 1. Close Asset Strategy Fund and move OPEB balance to another investment firm
 - a. Motion: J Gwynn
 - b. Seconded: J Walters
 - c. Approved. – T Setlak not present for voting.
 - 2. Choosing to switch to get better investments without high fees.
 - 3. Two finalists to be considered. Voting will occur next month.

IX. New Trustee Business

Michael Dunn

- a. 2025 Board Officer Elections
 - i. President
 - 1. Nominees – J Walters 2 votes, T Setlak 4 votes
 - ii. Vice President
 - 1. Nominees – J Johnson
 - iii. Treasurer
 - 1. Nominees –Gwynn

Next Meeting: January 10, Lexington Park Library

Dates to remember: Libraries closed on Dec. 23-25 and 1/1/25; 1/10/25—Budget submission due to county

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