



**St. Mary's County Board of Library Trustees Meeting
10:00 A.M., February 14, 2022**

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, Establish Quorum**
 - a. Present: Janice Walthour, Jim Hanley, Tressa Setlak, Michael Dunn, John Johnston, John Walters
 - b. Absent: Tom Russell

- II. Approval of January 2022 minutes**
 - a. Motion to accept
 - b. Seconded
 - c. Approved

- III. President's Report** Jim Hanley
 - a. Approval of EALs: 1/7/2022-2/11/2022
 - i. Motion to accept
 - ii. Seconded
 - iii. Approved

- IV. Treasurer's Report** Tressa Setlak
 - a. Board is transferring funds from the Board to the Foundation

- V. SMRLA Report** Jim Hanley
 - a. Corporate Meeting-meets once per year
 - i. All members of all three counties are members of the Corporate SMRLA Board
 - ii. Encourage the Board members to attend the upcoming meeting.
 - iii. 2nd Tuesday in March
 - b. Election of new members of the SMRLA Board
 - i. State Library is in process of discussion to change the SMRLA Board setup
 - ii. New draft of new law
 1. Each regional board would consist of 1 Trustee and 1 or 2 members of the community.
 2. St. Mary's County has 2 vacancies
 - a. Tom Russell has volunteered to become a member of the SMRLA Board
 - i. Motion to accept Tom Russell
 - ii. Seconded
 - iii. Approved
 - c. If law passes, the SMRLA Corporation will probably be dissolved.

- VI. Director's Report** Michael Blackwell
 - a. Celebrations: Hip Hip Hoorays: Amy Ford, Belinda Lloyd
 - b. Informational
 - i. Budget

Administrative Offices
23630 Hayden Farm Lane
Leonardtown, MD 20650
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37600 New Market Road
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21677 FDR Blvd
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1. Corrections
 - a. Formulas on Hall Landscaping, and Office Supplies
 - b. Percentage formula on Mobile Library
 2. Why do we have landscaping expenses.
 - a. The County does not cover all the landscaping costs.
 - ii. Library Van should begin construction in April
 1. Question about donations for the Library Van
 - a. Foundation Treasurer will have the totals for contributions.
 2. Is FOL contribution reflected in the budget
 - a. No-have not received donation as of yet.
 - iii. Pandemic Notes
 1. County transmission rate remains "High," but mask mandate is no longer in effect
 - iv. Employee breakthrough cases seem to be slowing but have not stopped
 - v. KN95 Distribution: Hall: 16,550, Leonardtown: 22,210, Lexington Park: 21,370
 - vi. Programming:
 1. Adults and Teens: March
 2. 5 – 12: April
 3. Birth – 4: June
 4. BUT we will have outside story events in late March - May (On-site + Piney Point LH&M, Sotterley, Greenwell, Historic St. Mary's, & the Pax Air Museum)
 - vii. HBCU College Fair-Virtual
 1. Library providing Zoom and a "Library Table"
 2. Recommend promoting the Internship at this event.
 - viii. State of Maryland—Entity in Good Standing, no longer to be St. Mary's County Memorial Library
 1. We discovered the Library has been forfeit as an entity with the state. We are working with the accountants to bring us back into good standing.
 - ix. SMRLA Grant Funding: used for an automated collection diversity analysis or an Author Visit
 1. \$20,000 grant total for diversity and equity
 2. 1/3 to each branch.
 3. Calvert and Charles have completed a diversity collection analysis with their funds.
 4. St. Mary's has two choices
 - a. Diversity Collection analysis using Ingram
 - b. Author visit
 - x. Dr. Bridgett Citation
 1. Tuesday, February 15, 2022 at 9:00 AM
 - xi. Presentation to County Commissioners
 - xii. State funding "cut."
 1. The population of the county increased, but the wealth of the county increased more so St. Mary's County Library funds from the state is reduced for FY23.
 - xiii. Ebook law update
- b. Action items
- i. Materials Reconsideration Policy
 1. Updating the policy to make it clear and precise for our patrons and employees.
 2. Minor changes requested in wording.

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- 3. Will bring back to Board in March.
- c. Questions
 - i. Has the Schwab transfer occurred
 - 1. Yes, it occurred in February 2022
 - ii. Do we have a plan for the OPEB account
 - 1. No, we don't have a plan.
- VII. Meeting Adjourned

Next Meeting: March 21, 2022: Chesapeake Building and Virtual

Dates to remember: Library presentation to Commissioners, 2/15/22; County CIP Budget Session, 2/15/22; Library Closed on 2/21/22

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