



**St. Mary's County Board of Library Trustees Meeting  
10:00 A.M., February 13, 2023  
Lexington Park Library**

The public may attend the meetings but should ask ahead of time to the Library Director if they wish to speak. 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, John Johnston, Tressa Setlak, John Walters, Dorothy Waters
  - b. Absent: Sharon Fitzsimmons
- II. Approval of January 2023 minutes
  - a. Corrections/Questions
  - b. Motion to Accept: J Johnston
  - c. Seconded: J Gwynn
  - d. Approved
- III. President's Report Michael Dunn
  - a. Approval of Monthly Expense Ledger: 1/9/23 – 2/09/23
  - b. Corrections/Questions:
    - i. What are PNC Merchant Services? J Gwynn
      1. Merchant Services are the fees and costs for the credit card machines
      2. PNC Analysis Fees – Do you have a monthly average of fees?
        - a. Guess of \$250
        - b. Analysis statement is the total cost of banking fees
      3. Consultants Fees-who is that? M Dunn
        - a. Asset Strategy Consultants
      4. Employee Reimbursements-why? M Dunn
        - a. Tuition Reimbursements from SMRLA
      5. D Suchter for a new firewall? M Dunn
        - a. A new firewall was required because the old firewall would no longer be supported
        - b. How did we choose a new vendor?
          - i. It was not a new vendor?
      6. ServPro for emergency cleanup? J Gwynn
        - a. Cleanup after a Narcan overdose issue at Lexi.
      7. Level Green Landscaping? J Gwynn
        - a. We have a seasonal contract with Level Green for mulching and trimming.
        - b. County doesn't do the mulching or much of the trimming.
    - c. Motion to Accept: J Johnston
    - d. Seconded: J Gwynn
    - e. Approved
  - IV. Treasurer's Report Tressa Setlak
    - a. Quarterly – next report in April
  - V. SMRLA Report John Johnston/Michael Blackwell
    - a. New to the SMRLA Board – will report next month
    - b. SMRLA will be doing a delivery study with a new consultant
      - i. A route runs from Charlotte Hall, through Charles County, Calvert County and back through St. Mary's County delivering books that have been shared between libraries and counties

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I. Director's Report  
II. Informational

Michael Blackwell

- a. FY23 Budget Review
  - i. Substitute hour funds are running low-we adapt as needed for these.
  - ii. Lexi & Hall utilities are high
    - 1. Leonardtown utilities are only for the 1<sup>st</sup> quarter.
  - iii. Program Services is spent
    - 1. Requesting a budget amendment to move funds into Programs
  - iv. Banking fees is high
  - v. Income
    - 1. Service income is slightly up
    - 2. Fine income is a little low
  - vi. Received the final three County payments at once due to a County error
- b. Friends and Foundation Updates
  - i. Friends of the Library
    - 1. Books Sale in the spring
    - 2. Would like to set up a bookstore
      - a. They don't have a space yet, it is just an idea at this moment
  - ii. Foundation
    - 1. Working on a new event for the year
    - 2. Foundation will be donating some funds towards the Mobile Library
- c. Mobile Library update—remaining costs
  - i. Current delivery date is June 2023
  - ii. Interior colors will be chosen by Sandy and Laura
  - iii. Total cost \$405,729
    - 1. \$250,000 from state grant
    - 2. \$50,000 from an additional grant thanks to Delegate Crosby
    - 3. \$50,000 from Foundation
    - 4. \$70,000 still due on Mobile Library
    - 5. About \$50,000 for collections still needed, plus additional for wireless system and wrap
      - a. Will need to discuss with the Board in the future using our fund balance for the remaining costs
        - i. Will these funds come from the budget? J Gwynn
          - 1. These funds have not been budgeted
            - a. The funds will be straight from our fund balance
        - ii. The Board would like the Library to bring the funding options in the future
          - 1. Action item will be needed next month to purchase collection
    - iii. Why do we not stock the mobile library with current circulation? J Walters
      - 1. The Mobile Library has a distinct collection
      - 2. Libraries separate their Mobile Library collection from other collection
    - iv. Do we know the weekly schedule for the vehicle? J Johnston
      - 1. Sandy K and Rosa N are in continuous conversations with community members to work on a route. The Library will visit some places weekly, some monthly and some as needed. Each community partner requires different needs.
    - v. How many items are being requested? J Gwynn
      - 1. Current items requested: 2000
  - d. Library attorney update
    - i. Williams, McClernan and Stack requested to end our contract with them. Without Joshua Brewster, they did not have the HR expertise that we would need

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- ii. Joshua Brewster has gone into private practice and we have signed a contract with him.
  - iii. Concern about the Williams, McClernan and Stack contract
    - 1. This is a Library contract, not a Board of Trustees contract.
    - 2. Williams, McClernan and Stack requested the dissolution of the contract stating that they would not be able to assist with employment issues once Joshua Brewster left the firm.
    - 3. Joshua Brewster has been our contact at the firm for the last 7 years. He has now gone into private practice and we continued our relationship with him.
  - e. OPEB Management: Asset Strategy
    - i. We opted in December to continue with Asset with a month opt-out statement.
    - ii. Asset will meet with the Board in March to discuss the account.
    - iii. New representatives at Asset Strategies
    - iv. There is still concern about the lag time of end of month for the statement. J Walters
      - 1. This can be discussed next month with Asset Strategy
  - f. Orientation manuals for the Board—updates?
    - i. New Board members get a new manual when they join.
    - ii. Will investigate creating online access for the Board for the orientation manuals
      - 1. M Dunn – request for current members resumes
    - iii. Add in the info from Mr. Wieskopf
  - g. Legislative briefing—share via email
    - i. Bill about Regional Libraries – has been discussed previously
    - ii. Collective Bargaining bill – discussed previously
    - iii. Bill for more capital funding for libraries
      - 1. Fiscal 2028
- III. Break
- a. Motion for a 10 minute break
- IV. Visit from Commissioner M Hewitt
- a. Past budget requests and allocations discussed.
  - b. The Library is not a state employee and is not given the same COLA's and steps as County employees
    - i. State funding does not provide any funds for personnel services
  - c. The County had a salary study which led to salary scale adjustments for County employees
    - i. Library was not included and no allocations were made to offset inflation
  - d. Question to Commissioner Hewitt about how we are funded and how we allocate those funds
    - i. The Commissioners do not determine how we spend the money that is given to us, despite what it written directly into the budget published by the County.
    - ii. Commissioner Hewitt advised that he would support \$462,000.
      - 1. Not guaranteed, needs support from other Commissioners
    - iii. Commissioners would like a reset with the relationship with the Library
    - iv.
- V. Action items
- a. Relaxing FFCRA guidelines, effective May of 2023
    - i. Requesting to end Admin Leave pay
      - 1. Policy of work rules to help with COVID illness
        - a. Board had concerns about wording.
        - b. We will reword this policy
      - 2. Need to approve just the plan to end Admin Leave pay as of May 11, 2023
        - a. Motion to approve: J Johnston
        - b. Seconded: J Walters
        - c. Approved:
  - b. Budget Amendment FY23-01 Request
    - i. Request to move funds from Mobile Library fuel to Programming
      - 1. Motion to approve: J Walters

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2. Seconded: J Gwynn
3. Approved

c. Celebrations:

- i Hip Hip Hoorays:
- ii Work Anniversaries:

Sandy Kleist, Rosa Nakamoto  
Timothy Beers (5)

VI. Discussion – Out of Time- Following agenda items will be moved to March 2023

- a. Board Effectiveness Report
- b. Biannual Presentation to County and additional figures (we may have a visitor from county; this discussion may come earlier or later)
- c. Future OPEB management (John Walters)

VII. Action items

- a. Director's Goals for Calendar Year 2023—any additions?
- b. Fund balance distribution and OPEB Contribution
- c. Meeting days/times for 2023
- d. Policy: Promotion guidelines
- e. Relaxing FFCRA guidelines, effective May of 2023

- b. New Trustee business

Michael Dunn

Dates to remember: January 15: Maryland Library Legislative Day; March 2: Southern Maryland Delegation Reception; March 21, Library budget hearing (usually begins at 1:00 pm); April 25, Budget hearing review; April 26, Budget Public Hearing @Chopticon High School 6:30PM; May 2, Budget Appeals Due

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