



**St. Mary's County Board of Library Trustees Meeting
9:30 AM Friday, February 9, 2024
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. Michael Dunn, Judith Gwynn, Tressa Setlak, John Walters, John Johnston, Dorothy Waters, Sharon Fitzsimmons
 - b. Absent:

- II. Approval of January 2024 minutes
 - a. Corrections/Questions
 - b. Motion to Accept: S Fitzsimmons
 - c. Seconded: T Setlak
 - d. Approved

- III. President's Report Michael Dunn
 - a. Approval of Monthly Expense Ledger: 1/1/24-1/31/24
 - i. Corrections/Questions
 - 1. State Auto Insurance
 - a. Add on for the Mobile Library for half a year payment.
 - 2. Norad
 - a. Langston Hughes Black History month presentation at Lexington Park Library
 - 3. Security Cameras
 - a. Lexi & Hall security cameras
 - 4. PNC Credit Card payment
 - a. Monthly payment for misc. supplies
 - 5. Health Insurance
 - a. Employee health insurance plan
 - ii. Motion to Accept: J Johnston
 - iii. Seconded: D Waters
 - iv. Approved

- IV. Treasurer's Report (next in April) Tressa Setlak

- V. SMRLA Report John Johnston
 - a. Reminder: Regional Board Retreat April 9
 - b. Next meeting is February 20

- VI. Celebrations:
 - a. MLIS Degree Awarded: Brittany Cornish
 - b. Hip Hip Hoorays: Sandy Kleist, Rosa Nakamoto, Belinda Lloyd

- VII. Director's Report Michael Blackwell
 - a. Informational
 - i. FY24 Budget Review
 - 1. FOL funds will be spent this fiscal year on new stacks for Lexi and security measures
 - 2. Questions

Administrative Offices
23630 Hayden Farm Lane
Leonardtown, 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

Leonardtown Library
23630 Hayden Farm Lane
Leonardtown, 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



- a. Security cameras came out of IT budget
 - ii. Update on OPEB from Asset Strategy
 - iii. FY25 Budget Process Review
 - 1. Added an ECC form for a decrease in Hall health insurance
 - 2. Commissioners have budget review sessions throughout the next month
 - 3. Public hearing in March
 - 4. Appeal hearing in April depending on their allocation.
 - iv. Strategic Planning update
 - 1. 8 sessions have been held
 - 2. Surveys – 75 completed, 400 responses needed
 - 3. Close comments section out in mid-March and then preparation of Strategic Plan
 - v. Legislative update
 - 1. Bills listed on handout
 - a. SB248 Act on Regional Library Boards
 - i. Changes membership requirements
 - 1. 2 at large candidates, 1 library board member
 - b. SB250 Overdue Materials
 - i. Clarifying language of the fine-free bill
 - c. SB434 – State Library Resource Center funding
 - i. Need more funding for databases, training, ILL, and collections
 - d. SB591 Collective Bargaining for libraries
 - i. Guides the process for unionizing if the staff vote to unionize
 - e. SB378/HB0785 Freedom to Read
 - i. Guidelines for policies about freedom to read, materials reconsideration and protects librarian jobs if materials are kept
 - vi. Bilingual resources
 - 1. Website has ability to translate to many languages
 - 2. Increased Spanish collection on Mobile Library and all branches
 - 3. Working on signage and marketing in Spanish
- b. Action Item
- i. Personnel Manual
 - 1. Questions/concerns
 - a. J Walters won't vote for up or down
 - i. Concerns about not paying leave at termination if no notice
 - b. J Gwynn
 - i. EEO policy-believes should be added this year
 - ii. Safety procedures – more formal tracking for safety training
 - 1. Library has a tracking system for all staff trainings
 - 2. Motion to Accept: M Dunn
 - 3. Seconded: S Fitzsimmons
 - 4. Recorded Vote:
 - a. Dunn, Johnston, Waters, Fitzsimmons, Setlak, Gwynn – Aye
 - b. Walters - Nay
 - 5. Approved
 - ii. Director Goals
 - 1. Motion to Accept with changes: M Dunn
 - a. Amended: S Fitzsimmons
 - i. Add back in the bilingual resources
 - ii. Seconded: J Walters
 - iii. Discussion:
 - 1. Update signage and publicity into Spanish
 - iv. Vote on amendment:
 - 1. Approved

Administrative Offices
23630 Hayden Farm Lane
Leonardtown, 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

Leonardtown Library
23630 Hayden Farm Lane
Leonardtown, 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



- b. Amended: J Gwynn
 - i. Strike FY28 from capital funding requirement
 - ii. S Fitzsimmons – the goal is for the upcoming year to prepare for FY28
 - iii. J Gwynn withdrew amendment
- 2. Seconded: J Walters
- 3. Approved

VIII. New Trustee Business

Michael Dunn

- a. Bolton information on OPEB
 - i. Request to table OPEB conversations till June once a FY25 budget is approved by Commissioners and look to into putting OPEB funding into the budget
- b. Library IQ first draft of library usage

IX. Closed session to discuss Library Director Annual Review, Litigation and Security Review

- a. Motion: M Dunn
- b. Seconded: S Fitzsimmons
- c. Approved

Next Meeting: March 8, 2024 9:30 – 12:30

Dates to remember: Library Legislative Day, 2/13; SOMD Delegation Reception, 2/29
Knight Foundation Conference, 2/19-2/21

Administrative Offices
23630 Hayden Farm Lane
Leonardtown, 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

Leonardtown Library
23630 Hayden Farm Lane
Leonardtown, 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