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 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
     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)

V. SMRLA Report
     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
     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
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
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