St. Mary’s County Board of Library Trustees Meeting
10:00 A.M., January 10, 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_sISdnSnxDKWVlUTJQ.

I. Call to Order, Establish Quorum
   a. Present: Janice Walthour, Jim Hanley, John Walters, Tressa Setlak, Michael Dunn, Tom Russell, John Johnston
   b. Absent:

II. Introduction of New Trustees
   a. John Johnston
   b. Tom Russell

III. Approval of December 2021 minutes
   a. Motion to accept
   b. Seconded
   c. Questions
      i. Spelling of John Johnston
   d. Passed

IV. President’s Report
    Jim Hanley
    a. Approval of EALs: 11/13/21 – 12/16/21
       i. Motion to accept
       ii. Seconded
       iii. Questions
          1. Grimm & Parker will be paid with FOL funds
       iv. Passed

V. Treasurer’s Report
    Tressa Setlak
    a. New Treasurer
       i. Transferring funds from the Board to the Foundation is ongoing. Tressa will continue process

VI. SMRLA Report
    Jim Hanley
    a. In need of more representation on the SMRLA Board
       i. Meets at SMRLA in Charlotte Hall at 10 am 10-12 times a year.

VII. Director’s Report
     Michael Blackwell
     a. Celebrations
        i. Hip Hip Hoorays: Employees will be thanked for working with the Health Department to distribute COVID Test Kits
           1. COVID test kits were passed out at all 3 branches with substantial lines at each branch.
     b. Informational
        i. Question
           1. How did Warming Center occur?
1. The county never opened the library as a warming center.
2. How has recent Omicron affected staff
   a. 8 staff have contracted cases – non library transmission
      i. If too many employees are out due to illness, there will be staffing problem at locations.
   b. Admin is monitoring situation ongoing.
      i. Masks have been required for staff since COVID began.

ii. Second Qtr FY22 statistics
iii. Budget report
   1. Charlotte Hall phone at 65%
      a. Hall phones system changed and added to counties
   2. Contracts and Memberships
      a. Pay contracts and memberships mostly at beginning of each Fiscal Year.
   3. Percentage on Mobile Library is not correct (dollar amount is correct)
iv. New COVID Protocols
   1. County requires masks for all County buildings, library is following that protocols.
   2. CDC guidelines for quarantining have changed
      a. Library will follow CDC guidelines
   3. Is there a staff member checking the staff vaccinations?
      a. Branch Managers track staff within their branch and report back to Deputy Director.
   4. Unvaccinated employees, 3 not vaccinated. 96% staff are vaccinated
      a. Any staff not vaccinated are tested weekly.
   5. How can Board support staff during this time?
      a. Will make some inquiries and get back to Board.
      b. Suggestions- Board members in the library could be sure to thank the staff working.

v. Facilities Master Plan Update
   1. Ongoing – draft was received last week and will be shared with the Board
   2. Final draft hopefully completed by March 2022
   3. HCM company performing study.
   5. Question
      a. Should generators be included in funding?
         i. Generators were requested during the Leonardtown Library building, but no funds available

vi. Update: AAP lawsuit on Maryland Digital Content Law

c. Action items
   i. FY23 Budget Submission

d. Questions
   i. Have we received the $31,000 refund for Health?
      1. Yes, voted to move to OPEB
   ii. PNC bank statement
      1. John Walters recommends a multiple bank situation to minimize our uninsured deposits.
   iii. Walters makes a motion to use available funds to wipe out OPEB arrears funds
1. Not seconded
2. Discussion
   a. To fully fund the OPEB would require a reduction of staff to take funds
      from salaries or reduce our collection

VIII. Meeting Adjourned.

Next Meeting: February 14, 2022: Chesapeake Building and Virtual/Telephone

Dates to remember: Budget due to County on 1/14/22; Library Closed on 1/17/22