



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_siSdnSnxDKWvtU7JQ.

- 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?

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
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Lexington Park Library
21677 FDR Blvd
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- a. The county never opened the library as a warming center.
 - 2. How has recent Omicron effected 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.
 - 4. Hoping for capital funding for renovation of Lexington Park and Charlotte Hall Libraries.
 - 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

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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

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