



St. Mary's County Board of Library Trustees Meeting
10:00 A.M., January 9, 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; Welcome New Trustees
 - a. Present: Michael Dunn, John Johnston, Tressa Setlak, John Walters, Dorothy Waters, Sharon Fitzsimmons, Judith Gwynn
 - b. Absent:

- II. Approval of December 2022 minutes
 - a. Motion to Accept: J Walters
 - b. Seconded: J Johnston
 - c. Corrections/Questions
 - d. Approved

- III. President's Report Michael Dunn
 - a. Approval of EALs: 12/16/22 – 1/5/23
 - b. Corrections/Questions:
 - i. What is an EAL – follow up "Enterprise Expense Ledger"
 - c. Motion to Accept:
 - d. Seconded:
 - e. Approved

- IV. Treasurer's Report Tressa Setlak
 - a. Attempting to move funding to the Foundation
 - b. Could not accept donation.

- V. SMRLA Report Guest: Beth Roth
 - a. Beth Roth is rotating off of the SMRLA board. Has been on the board for 2 terms.
 - b. Meet every month on second Tuesday's at 5 pm.
 - c. The law that oversees SMRLA board is changing. Will require community members instead of Library Boards.
 - i. 3 members for each county
 - ii. 1 member of the Library Board
 - d. Need a current Board member to join the SMRLA Board

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VI. Director's Report

Michael Blackwell

a. Informational

i. Date to remember

1. January 31st 9am presentation for Board members for the County

ii. Joh Walters information

1. Cedar Point
2. Waiting for a resolution on Edward Jones
 - a. Packet includes how Edward Jones would manage account.
3. What is rebalancing?
 - a. Edward Jones must use Mutual funds, 2/3 stocks, 1/3 bonds
 - i. Over time stocks outperform bonds and the 2/3 will increase
 - ii. Rebalancing takes some of the stocks and rebalancing to mutual funds when stocks increase to over 2/3.
4. Capital Group documents
 - a. Large, old fund

iii. First half of FY23 Statistics

1. Campaign FY22 2nd quarter to FY23 2nd quarter
 - a. Circulation of print and disc materials is down.
 - b. Digital circulation is up.
 - i. First time digital occupies high percentage of overall circulation
 - c. Program in person attendance is growing.
 - d. Meeting room use is up
 - e. Visitors up for the quarter.
 - f. Tri-County figures – St. Mary's circulates more than the other two counties.
 - i. Other counties are closing the gap faster after COVID due to budget/staff constraints.
2. Concerns
 - a. Circulation is flat for St. Mary's versus the other counties
 - i. The other counties have more digital services due to more funding and more options for digital checkouts.
 - b. Hall visitors is down.
 - i. The Amish Market has moved and the count is down from those that would come into the lobby for restroom use.
 - ii. County money has been set aside for four years from now to renovate Hall.

iv. FY23 Budget Review

1. Utilities costs are all up.
2. Will be able to move some funds from Mobile Library.

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- v. Friends and Foundation Updates
 - 1. Friends of the Library
 - a. January 31, 10:30 FOL luncheon.
 - b. Tickets available on the library website.
 - c. Book Sale in late March
 - 2. Foundation
 - a. Record year for fundraising due to one large donation of \$50,000
 - b. Look at new activities for the Foundation.
- vi. Mobile Library update
 - 1. Van will be delivered to contractor in April and delivered to STMALIB in June.
 - a. National shortages and delays
 - 2. New staff have been out in the community setting up partnerships.
 - a. Current travel by mobile library staff – do they get mileage
 - i. They use library van as much as possible
 - ii. We don't have funds for mileage expenses
 - b. The current mobile library budget line items, how will they be dispersed
 - i. Plan to spend some of the supply budget
 - ii. Will reserve ¼-1/3 of fuel until we have an actual date for van
 - 1. Will move remaining into other budget lines (Programs, Accounting)
- vii. Laws of Maryland Relating to Public Libraries—2022 Edition
 - 1. Covers all Library issues
 - a. Regional libraries
 - b. State libraries
 - c. State programs
 - d. Public Libraries
 - i. New laws being proposed for upcoming session.
 - ii. Laws that determine Librarian requirements
- viii. Board Effectiveness Report—Review in February?
 - 1. Will discuss at February meeting- Board members should review report.
- ix. Director's Goals for Calendar Year 2023
 - 1. Budget
 - 2. Strategic Plan
 - 3. Tactical Plan
 - 4. Mobile Library implementation
 - 5. Ebook laws
 - 6. Palace app for ebooks
 - 7. OPEB
 - 8. Circulation increase by 5%
 - 9. Assist FOL and Foundation
 - 10. Advise Library Board

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11. Community involvement

12. Comments

- a. Legislative line – is this state level? Yes
- b. Timeline for strategic and tactical plan are staggered – will base Tactical plan on this current year.
- c. Palace app – what is the plan – roll out to the public
- d. Ebook laws – not directly related to St Mary's Library – MB disagrees – cost of digital books affects our budget.
- e. Should there be one on staff retention – is that directly related to Director?
 - i. Need to meet the budget goal to achieve staff retention.
- f. Board members can review the list and discuss next month for any additions.

b. Adjourn for 10 minutes

c. Action items

- i. Fund balance distribution: OPEB or Mobile Library?
 1. Would like to discuss this next month
- ii. FY24 Budget Request Approval and county process
 1. Discussion
 - a. Would like an action plan for future years
 - b. Trying to reach out to the public to let the Commissioners know how important the Library is to our community and the importance of the budget request.
 - c. What are the options for increasing the number of staff from part time to full time.
 2. Motion to accept: J Walters
 3. Seconded: J Johnston
 4. Approved
- iii. Meeting days/times for 2023
 1. Discussion
 - a. Options of early evening, weekends or a flex schedule and rotating the times.
 - b. Bring back next meeting.

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d. Celebrations:

- i. Hip Hip Hoorays: Rebekka Howell, Sandra Santana, Kimberlé Fields, Kathy Faubion, Keisha Kellmel, Johnathan Ford

VII. Next Meeting: February 13, 2023: Lexington Park Library

VIII. Dates to remember: FY24 Budget Submission Due, January 13; FOL Brunch, January 21 (10:30 A.M.); Maryland Library Legislative Day, February 14 Library budget hearing (usually begins at 1:00 pm), March 21 Budget hearing review, April 25 Budget Public Hearing @Chopticon High School 6:30PM, April 26 Budget Appeals Due, May 2 Public Budget Comments close.

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