



**St. Mary's County Board of Library Trustees Meeting
9:30 AM Friday, January 12, 2024
Leonardtown 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 Johnston (virtual), Dorothy Waters, Sharon Fitzsimmons (arrived at 9:40), John Walters (arrived at 10:22)
 - b. Absent:
- II. Approval of December 2023 minutes
 - a. Corrections/Questions
 - b. Motion to Accept: D Waters
 - c. Seconded: J Gwynn
 - d. Approved
- III. President's Report Michael Dunn
 - a. Approval of Monthly Expense Ledger: 12/01/23-12/31/23
 - i. Corrections/Questions
 1. Misc supplies Amazon payment – all Amazon payments for the month. Includes books, materials, supplies, furniture and equipment. Different line items for each item, invoiced individually within QuickBooks.
 2. Credit Card payment – one payment of all business credit cards for each month. Invoiced by line item within QuickBooks
 3. Two health payments in December – health bill goes through the county first. Received December bill late so paid both December and January in December.
 4. Deer Oaks EAL – employee assistance program. Usually billed annually, but this year out on an RFP so Deer Oaks is billing monthly until a new contract is signed.
 - a. Is this virtual or in person – both for our staff
 - ii. Motion to Accept: M Dunn
 - iii. Seconded: D Waters
 - iv. Approved
- IV. Treasurer's Report (of 2nd Qtr. Of fiscal year) Tressa Setlak
 - a. All accounts have increased in value.
- V. SMRLA Report John Johnston
 - a. Signing new contract with the delivery company for ILL deliveries
 - b. SMRLA employee handbook update
 - i. Telework policy-new
 - ii. Parental & Family leave policy-new
 - c. Approved a remote work agreement
 - d. Mark Volland developed a new logo
 - e. EDI plan approved
 - f. Susan Darby returning as a community member
 - g. February 20 meeting will be revising bylaws
 - h. Regional Board Retreat April 9 – all board members invited
- VI. Celebrations:
 - a. Hip Hip Hoorays: Allison Guy, Jacob Parsons – Author Fair

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VII. Director's Report

Michael Blackwell

a. Informational

i. Mobile Library Update

1. New Ribbon Cutting – January 30, 2024, 1PM
2. Ribbon cutting was rained/windy out on January 9.
3. ML is loaded and staff have had driver's training.
4. The wifi network is being put together.

ii. FY24 Budget Review

1. Library would like to go fine free in FY25
 - a. M Dunn requests data/research about going fine free.
 - b. There will still be lost and damaged items charges.
2. Questions:
 - a. J Johnston – digital collections contracts over. Some will be reimbursed by SMRLA

iii. 2nd Quarter Statistics Review

1. Circulation up 1%
2. Events increased, doubled outreach events
3. Meeting room usage up
4. Visitors on par
5. Computer usage down, probably customers using their own devices
6. Social media and website visits up
7. Questions:
 - a. Significant increase in outreach
 - i. Mobile Library staff have significantly increased our outreach in the last year.
 - ii. Statistics is tracked by the standards of the state.
 - b. What is most concerning to Library in these statistics
 - i. Like to see physical circulation hold steady
 1. Cost of physical circulation has increased, but our budget has decreased.

iv. County proposes extending SB (Auditors) contract for three years

1. Library would like to stay with the County auditor for historical reasons and cost savings
2. Will make sure the Library Board has time to review the next audit.

v. Budget submission

1. Due today – this is official submission with county's spreadsheets.
2. Funds match the Boards approval of FY25 budget request in December
3. First presentation of the budget to the Commissioner's in March

b. Action Item

i. Summer intern

1. Library currently has 6 employees that were interns.
 - a. 10 weeks at 24 ours a week. Approximately \$3,000
2. Motion to Accept: D Walters
3. Seconded: J Gwynn
4. Approved: Passed, J Walters abstains

ii. Decorations Policy

1. Questions/concerns
 - a. D Waters – please keep the first line of the second sentence.
2. Motion to Accept: M Dunn – eliminating first two sentences of second paragraph
 - i. Amend motion to keep first line of second paragraph, eliminate second sentence
3. Seconded: J Johnston
4. Approved

iii. Meeting Room Policy

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1. Page 3, Change "Should" to "Must"
 2. Motion to Accept: J Walters
 3. Seconded: J Johnson
 4. Approved
- iv. Director Goals
1. Comments:
 - a. M Dunn would like to table to discuss during the closed session.
 - b. Bring goals to next meeting to discuss

- VIII. New Trustee Business Michael Dunn
- a. Updates on security measures
 - i. Will evaluate costs that the Library can pay for the panic buttons
 - ii. New security cameras have been ordered.
 - iii. M Dunn would like monthly updates.
 - iv. J Gwynn would like security issues presented to the Commissioners in the budget presentation
 1. M Blackwell believes the Commissioners may believe this is a capital expense.
 - b. Audit
 - i. J Walters would like to fund the OPEB with \$50,000 immediately and \$10,000 for each month ongoing.
- IX. Closed session to discuss Library Director Annual Review
- a. Motion to Close Session: J Gwynn
 - b. Seconded: J Walters
 - c. Approved

Next Meeting: February 9, 2024, Lexington Park Library 9:30 – 12:30

Dates to remember: Mobile Library Ribbon Cutting, January 30, 1PM at Leonardtown; FOL Luncheon, February 3

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