



**St. Mary's County Board of Library Trustees Meeting
10:00 A.M., July 19, 2021**

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 strongly encouraged to view the meeting remotely on Channel 95 and YouTube: https://www.youtube.com/channel/UCcDK2_siSdnSnxDKWVtU7JQ .

Meeting called to order

- I. Establishing a Quorum
 - a. Roll Call:
 - i. Members present: Janice Walthour, Jim Hanley, Michael Dunn, Tresa Setlak, John Walters
 - ii. Absent: Sandi Hauenstein, Carolyn Guy
- II. Approval of June 2021 minutes
 - a. Motion to accept minutes from previous meeting
 - b. Motion accepted and passed
 - c. Corrections:
 - i. John Walters-add last name
 - ii. Misspelled "weekend"
 - iii. 1 year not "years"
- III. President's Report - Jim Hanley
 - a. Approval of EALs: 6/18/21 - 7/9/21
 - i. Questions
 1. Penworthy – what company is this is it new?
 - a. Not new-regular company that we purchase books and materials from
 2. \$20,000 bill to SMRLA
 - a. Used remaining FY21 funds to purchase digital content
 - ii. Motion to approve/second
 - iii. Passed
- IV. Treasurer's Report
 - a. Will be presented quarterly
 - i. Next presentation in September 2021
- V. SMRLA Report
 - a. No SMRLA meeting last month
 - i. Previous discussion on change of SMRLA board
 1. Would require a legislative change
 2. Item removed from board meeting agenda
 3. Therefore, change will not take place
- VI. Director's Report
 - a. Celebrations
 - i. Hip Hip Hooray – Zoey Downs

Administrative Offices
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- ii. 10 Year Anniversary – Jeff Powers
- b. Informational
 - i. Statistics review FY21
 - 1. Difficult to compare statistics of FY21 to any other year due to COVID
 - 2. Digital content use up 23%
 - 3. Areas of online content and online programming went up
 - ii. Budget Review FY21 & FY22
 - iii. ARPA Grants Update
 - 1. Improvements at Lexi and Hal were not approved
 - a. Considered a capitol grant and denied
 - 2. \$50,000 for continuing the ebook program – renamed “Palace”
 - 3. Mobile Library - \$250,000
 - a. Requested \$370,000
 - 4. Will need to raise additional funding
 - 5. Will need additional FTE’s from the County to make it sustainable
 - iv. Foundation will have fundraiser In the fall – will promote the Mobile Library
 - v. Maryland legislation update: what is “reasonable”
 - vi. Staff Demographics, FY21
 - 1. Reflective of county demographics
 - 2. Board requests promote diversity in hiring
 - vii. Staff Turnover, FY21
 - 1. Exempt turnover at 47% due to long term employees retiring during COVID
 - 2. 3 employees would have liked to retained but couldn’t provide full time employment
 - viii. Significant events of FY21
 - 1. Work with Health department to help with COVID appointments
 - 2. 3D printing COVID mask ear savers and headbands
 - 3. Successful online Author talks
- c. Action Items
 - i. Change in language relating to volunteers
 - 1. Change wording to “Age required to be 14 years or older.” “Limited volunteer opportunities exist (available) for both adults and teens”
 - 2. Added duties
 - 3. Motion to pass new wording, passed with 1 “Nay” vote
 - ii. Changes in Internet Safety Policy
 - 1. Motion to pass new wording, passed.
 - iii. Holiday closures confirmed
 - 1. Motion to approve holiday schedule, seconded, passed.
- d. Dates to remember:
 - i. Next Meeting: August 16, 2021: Chesapeake Building and Virtual/Telephone
 - ii. October 6 – 9: CORE Conference in Baltimore

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