



**St. Mary's County Board of Library Trustees Meeting  
10:00 A.M., July 18, 2022**

**Chesapeake Building and Virtual:** We meet in the Commissioners' Room of Chesapeake Building. Meetings are open to the public. Residents may also listen to the meeting by calling 301-579-7236; access code: 963443#. The public may view the meeting remotely on Channel 95 and YouTube: [https://www.youtube.com/channel/UCcDK2\\_siSdnSnxDKWVtU7JQ](https://www.youtube.com/channel/UCcDK2_siSdnSnxDKWVtU7JQ).

**I. Call to Order, Establish Quorum**

- a. Present: Jim Hanley, Michael Dunn, John Johnston, Tressa Setlak, Janice Walthour
- b. Absent: Tom Russell, John Walters,

**II. Approval of June 2022 minutes**

- a. Motion to accept- J Hanley
- b. Seconded-M Dunn
- c. Corrections-none
- d. Approved

**III. President's Report**

Jim Hanley

- a. Approval of EALs: 6/10/2022-7/13/2022
  - i. Motion to accept-J Hanley
  - ii. Seconded- T Setlak
  - iii. Questions-none
  - iv. Approved

**IV. Treasurer's Report**

Tressa Setlak

- a. Losses in accounts due to market
- b. Waiting for Vanguard to respond to transfer request
- c. Motion to accept – J Hanley
- d. Seconded – M Dunn
- e. Approved
- f. Major responsibility of Treasurer was Vanguard, moving that to the Foundation.

**V. SMRLA Report**

Tom Russell

- a. Tom Russell absent

**VI. Director's Report**

Michael Blackwell

- a. Informational
  - i. Statistics, FY 22
    - 1. Circulation is up from previous year and quarter
    - 2. Fiscal Year not as high as previous "normal" years, but trending up.
    - 3. Digital circulation increased
    - 4. Event attendance is up including in-person events
    - 5. Meeting room use increased over 1000% due to ability to open rooms after COVID
    - 6. Computer use is up
  - ii. Questions

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  
FAX: 301-884-2113  
hall.manager@stmalib.org

Leonardtown Library  
23630 Hayden Farm Lane  
Leonardtown, MD 20650  
301-475-2846  
FAX: 301-884-4415  
stma.manager@stmalib.org

Lexington Park Library  
21677 FDR Blvd  
Lexington Park, MD 20653  
301-863-8188  
FAX: 301-863-2550  
lexi.manager@stmalib.org



1. Johnston - Visits to Charlotte Hall down?
  - a. Possibly because of Farmer's Market moving
- iii. Packet from Board Volunteer Training Night
  1. Note-pages on Rules of Order to use - should be reviewed
  2. Financial disclosures at the end of packet – should be reviewed
  3. Questions
    - a. Dunn-training was very useful. Board should review packet and circle back at a future meeting to discuss
    - b. Walthour-Do leaving members need to attend training?
      - i. No, but should review packet.
- iv. Supplement to Laws of Maryland Relating to Public Libraries
- v. Mobile Library Update
  1. Requesting \$50,000 in funds from State
  2. October delivery of van – hopefully
  3. Additional cost of \$13,000 due to inflation and additional materials
  4. Expecting \$500 Rotary grant funding
  5. Two additional staff to be hired soon.
- vi. Staff Turnover FY22
  1. High turnover rate
    - a. Library has lower pay
    - b. Some expected turnover
  2. Recommendation
    - a. Hanley-look at turnover from length of service
- vii. Staff Demographics, FY22-23
  1. Questions
    - a. Dunn – How has library changed its recruiting to reach wider diversity
      - i. Using Indeed for a wider reach.
    - b. Walthour – Admin needs more diversity.
  2. Bowman-There is not a lot of movement in Admin so hard to bring in more diversity till there is an opening.
    - a. MLA has BIPOC plan and we have a staff member working with the MLA BIPOC organization.
    - b. Discussing with current staff to increase their education to move up through the system.
    - c. We don't pay as much as surrounding areas so can't compete.
  3. We've gained 5 full time positions in the last 6 years.
  4. St. Mary's County budget is significantly smaller than Charles and Calvert Counties.

b. Action items

- i. Board meeting in August?
  1. Possibly Board members on vacation and few agenda items.
  2. Motion to Suspend August meeting – Hanley
  3. Seconded – Walthour
  4. Approved
- ii. FY 22 Budget: Final, with necessary budget transfers
  1. Final budget is subject to change by accountants and auditors.
  2. Final audit numbers due in September/October

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  
FAX: 301-884-2113  
hall.manager@stmalib.org

Leonardtown Library  
23630 Hayden Farm Lane  
Leonardtown, MD 20650  
301-475-2846  
FAX: 301-884-4415  
stma.manager@stmalib.org

Lexington Park Library  
21677 FDR Blvd  
Lexington Park, MD 20653  
301-863-8188  
FAX: 301-863-2550  
lexi.manager@stmalib.org



3. Approval of Budget transfers
  - a. Motion – Hanley
  - b. Seconded-Dunn
  - c. Approved
- iii. Re-election of Officers
  1. Original election was done during closed meeting in December 2021
  2. Re-elect current officers during open meeting for Current Year 2022
  3. Motion to elect:
    - a. President - Jim Hanley
    - b. Vice-President- Michael Dunn
    - c. Treasurer- Tressa Setlak
  5. Vote:
    - a. Present members voted - yea
    - b. Dunn voting for Walters in absentia – abstained.
- iv. Balance of year for Board
  1. September – December meetings will be busy.
    - a. Auditors report in September/October
  2. Selection/Interview of new Board Members
    - a. Interviews for Board members will be done in a closed meeting.
    - b. 3 names are submitted to the County for each position.
    - c. Board should consider diversity of the Board members
- c. Celebrations:
  - i. Work Anniversaries: Brian Youngs, 5 Years
  - ii. Hip Hoorays: Amy Ford and Jill Hutchison: Lunch at the Library  
MLA Offices: Mary Anne Bowman and Jill Hutchison
- d. Final Comments
  - i. Walthour –
    1. Proud of Mary Anne Bowman and Jill Hutchison and their commitment to the Library.
    2. Thanks to Amy Dickinson at Leonardtown. Approached Janice about more diversity in the Maryland room.

**Next Meeting: September 19, 2022: Chesapeake Building (and Possibly Virtual)**

**Dates to remember:**

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  
FAX: 301-884-2113  
hall.manager@stmalib.org

Leonardtown Library  
23630 Hayden Farm Lane  
Leonardtown, MD 20650  
301-475-2846  
FAX: 301-884-4415  
stma.manager@stmalib.org

Lexington Park Library  
21677 FDR Blvd  
Lexington Park, MD 20653  
301-863-8188  
FAX: 301-863-2550  
lexi.manager@stmalib.org