



**St. Mary's County Board of Library Trustees Meeting
9:30 AM Friday, July 14, 2023
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. Present: Sharon Fitzsimmons, Judith Gwynn, John Johnston, John Walters, Dorothy Waters,
 - b. Absent: Michael Dunn, Tressa Setlak,
- II. Approval of June 2023 minutes
 - a. Corrections/Questions
 - b. Motion to Accept: J Gwynn
 - c. Seconded: S Fitzsimmons
 - d. Approved
- III. President's Report John Johnston
 - a. Approval of Monthly Expense Ledger: 6/7/2023 – 6/30/2023
 - i. Questions
 1. Dell Computer payment
 - a. Budgeted items – new computers replaced every 3-4 years. 33 computers
 2. Court Order payments
 - a. Peace Order against a patron for activity at a branch
 - b. One court order-fees to different entities
 3. PNC Corporate Account Analysis
 - a. A normal banking fee for businesses.
 4. Credit Card payment
 - a. Misc expenses, supplies, staff development, etc.
 - ii. Motion to Accept: J Walters
 - iii. Seconded: D Waters
 - iv. Approved
- IV. Treasurer's Report Tressa Setlak
 - a. FY23 4th Quarter Report
 - b. Budget statement has a few typos. Need to be corrected.
 - c. Motion to defer report till August: J Walters
 - d. Seconded: J Gwynn
 - e. Approved
- V. SMRLA Report John Johnston
 - a. No news-SMRLA meeting was postponed
- VI. Celebrations:
 - a. Anniversaries: Christine Biglin – 5 years
 - b. Hip Hip Hoorays: Brian Youngs, Sara Stephenson, Belinda Lloyd, Brittany Cornish
- VII. Director's Report Michael Blackwell
 - a. Informational
 - i. FY23 Budget Review
 - ii. FY 23 Statistics
 1. Events and event, meeting attendance and Library use is up substantially

Administrative Offices
23630 Hayden Farm Lane
Leonardtown, MD 20650
301-475-2151
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info@stmalib.org

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37600 New Market Road
Charlotte Hall, MD 20622
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Lexington Park Library
21677 FDR Blvd
Lexington Park, MD 20653
301-863-8188
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2. Will continue to work on publicity and events to increase traffic even more
3. Questions
 - a. The utility cost per person based on usage of Lexi appears to be higher than Leon. Why?
 - i. Lexi has a twenty year old system and needs to be replaced. Leon also has a newer system and better materials to help with energy efficiency.
 - b. Do we have demographic of users.
 - i. No, we do not ask those kind of privacy questions
 - ii. We do have the ability to see what parts of the county are utilizing the Library and the percentage of areas within the county utilizing the Library.
- iii. FY 23 Annual Report
- iv. SMECO new classifications
 1. Went from General Service Demand to General Service Large
 2. Small change in some percentages.
- v. Trustee Training via United For Libraries
- vi. Grants Update
 1. Additional funds given to us for the Mobile Library to use for collections and other items
 2. Grant from the State
 - a. Strategic Planning grant \$20,000
 - b. Memory Lab grant
 - c. Denied the grant for sign language interpretations for events
 - d. Rotary Grant for Storywalks at Leon and Hall
 - e. Friends of St. Clements Bay – working on \$50,000 grant for art in the Leon front yard.
 - f. Looking for grants to upgrade security based on Sheriff walk throughs.
 - i. Bullet proof film for glass
 - ii. Stop the Bleed kits
- vii. Mobile Library Update
 1. Wrap for mobile library mock up should be ready by next month.
 2. Ribbon cutting still planned for September, but still tentative.
 3. Mobile Library vehicle is completely paid.
- viii. FY 23 Staff Turnover
 1. 23.5% Turnover rate
- ix. FY 23 Staff Demographics
 1. Generally, are more diverse than the county averages.
 2. Continue to work on a more diverse staff.
- b. Action items
 - i. Policy:
 1. Changes to Weapons
 - a. Readdressing the questions brought up last month on weapons laws
 - b. Why do we want to prevent weapons at the Library?
 - i. State and County laws states we are a sensitive location and no weapons are allowed.
 - c. Motion to Accept: J Walters
 - d. Seconded: D Waters
 - e. Approved
 2. Changes to 3D printing policy
 - a. Motion to Accept: J Walters
 - b. Seconded: S Fitzsimmons
 - c. Approved
- c. Discussion

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- i. Financial: review of investment policy, review of OPEB investments, a finance subcommittee, do you wish a separate meeting to meet with Asset Strategy to review the questions you sent.
- ii. Ad hoc group of no more than three to discuss questions with Asset Strategy to bring back to the entire Board.
 - 1. John Walters, Judith Gwynn, maybe Tressa Setlak or Michael Dunn
 - 2. Will contact Asset Strategy to get answers to questions?
- iii. Would like to meet with Asset Strategy at September Board meeting.
- iv. Next meeting will need to be a Zoom meeting only due to lack of space and need to meet virtually.
- v. Tuesday, July 18th will be the Library year end report to the Commissioners.

VIII. New Trustee business

John Johnston

- IX. Executive Session: to discuss strategy in litigation
- a. Motion to Close the session: J Walters
 - b. Seconded: D Waters
 - c. Approved

Next Meeting: August 11, Zoom Only
9:30 – 10:45

Dates to remember: July 18, semi-annual presentation to the Commissioners (9:15 a.m.); September 12, Mobile Library Ribbon Cutting (1:00 pm)

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PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING
("CLOSING STATEMENT") UNDER THE OPEN MEETINGS ACT (General Provisions
Article § 3-305)
with Instructions

Instructions to presiding officer: To meet in a closed session under the Act, the public body must first meet in open session, after providing proper notice. Make sure that the open session is attended by a member designated to receive open meetings training. If a designated member cannot attend, complete the Compliance Checklist. If the public body has never designated a member for training, it must do so **before closing the session**.

Before closing the session, take two steps: (1) conduct a recorded vote on a motion to close; and (2) make a written "closing" statement. If the public body might return to open session afterwards, be sure to tell the public that. During the closed session, keep the discussion topics within the confines of the closing statement. After the closed session, the events of the closed session must be disclosed in the next open-session minutes.

The top part of this form is a model closing statement. **It has two sides.** Before closing the open session, complete items **1 through 4** on this form or in any writing with the same information. If someone pre-prepared the form for you, make sure it reflects the public body's own intended topics and reasons for closing the meeting. A member of the public may inspect the closing statement at the time of the closing and may object to the decision to close the meeting. Once the meeting is closed, the closing statement sets the agenda and may not be changed.

The bottom part of the form is a worksheet that provides a checklist of the disclosures that must be made in the next open-session minutes. The worksheet is not part of the closing statement.

1. Recorded vote to close the meeting: Date: 7/14/23; Time: 12:05; Location: Leonardtown MD;
Motion to close meeting made by: John Walters; Seconded by Dorothy Waters;
Members in favor: John Walters, Dorothy Waters, John Johnston, Judith Gwynn, Sharon Fitzsimmons;
Opposed: none; Abstaining: none; Absent: Michael Dunn, Tress Setlack

2. Statutory authority to close session (check all provisions that apply):

This meeting will only be closed under the provision or provisions checked below, all from General Provisions Art. § 3-305(b):

(1)___ "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"; (2)___ "To protect the privacy or reputation of individuals concerning a matter not related to public business"; (3)___ "To consider the acquisition of real property for a public purpose and matters directly related thereto"; (4)___ "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; (5)___ "To consider the investment of public funds"; (6)___ "To consider the marketing of public securities"; (7)___ "To consult with counsel to obtain legal advice"; (8) X "To consult with staff, consultants, or other individuals about pending or potential litigation"; (9)___ "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; (10)___ "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans"; (11)___ "To prepare, administer, or grade a scholastic, licensing, or qualifying examination"; (12)___ "To conduct or discuss an investigative proceeding on actual or possible criminal conduct"; (13)___ "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter"; (14)___ "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process"; (15)___ "To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to" (i) "security assessments or deployments relating to information resources technology"; (ii) "network security information," such as information that is related to passwords, personal ID numbers, access codes, encryption, security devices, or vulnerability assessments or that a governmental entity collects or maintains to prevent, detect, or investigate criminal activity; or (iii) "deployments or implementation of security personnel, critical infrastructure, or security devices."

3. For each provision checked above, the corresponding topic to be discussed and the

public body's reason for discussing that topic in closed session, in as much detail as possible without disclosing the information that may be discussed behind closed doors:

Citation (insert # from above)	Topic <i>We expect to discuss these matters:</i>	Reason for closed-session discussion of topic - <i>We are closing the meeting to discuss this topic because:</i>
§ 3-305(b) (8)	Potential Litigation	We wish to discuss possible legal strategies to a suit against the library over the library's collection
§ 3-305(b) ()		
§ 3-305(b) ()		
§ 3-305(b) ()		

4. This statement is made by John Johnston, Presiding Officer.

**WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION THAT
MUST BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN SESSION (§ 3-306)(c)
(2) or § 3-104**

For meetings closed under an exception, as disclosed above:

Time of closed session: 12:05 7/14/2023 Place: Leonardtown Library

Purpose(s): To discuss legal strategies in a suit brought against the county involving the library

Members who voted to meet in closed session: John Walters, Dorothy Waters, John Johnston, Judith Gwynn, Sharon Fitzsimmons

Persons attending closed session: John Walters, Dorothy Waters, John Johnston, Judith Gwynn, Sharon Fitzsimmons, Library Director Michael Blackwell, Deputy Director Marr Anne Bowman, Communications Coordinator Laura Boonchaisri, HR Coordinator Belinda Lloyd

Authority under § 3-305 for the closed session (see chart above): Section 8

Topics actually discussed: Litigation against the county concerning the library collection

Each action Taken: Update on the suit and discussion of possible legal responses; no direct action taken (Form rev. '10/1/2018)