



**St. Mary's County Board of Library Trustees Meeting
9:30 AM Friday, July 12, 2024
Lexington Park 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. Tressa Setlak, John Walters, John Johnston, Dorothy Waters
 - b. Sharon Fitzsimmons joined via zoom at 10:15am
 - i. Absent: Michael Dunn, Judith Gwynn

 - II. Approval of agenda
 - a. Add statistics for FY
 - b. Motion: T Setlak
 - c. Seconded: J Walters
 - d. Approved

 - III. Approval of June 2024 minutes
 - a. Questions:
 - i. Page 3 location
 - 1. Location was moved to Lexi
 - b. Motion: J Walters
 - c. Seconded: D Waters
 - d. Approved

 - IV. President's Report John Johnston
 - a. Approval of Monthly Expense Ledger: 6/1/24-6/30/24
 - i. Questions:
 - 1. Dell – how many computers were purchased – 6
 - 2. Summer Reading Tshirts – Why do we buy them?
 - a. They are the main prize for summer reading.
 - b. They are very popular.
 - i. We have seen customers wearing them as far away as Europe.
 - 3. Summer Reading Presenters – What is that?
 - a. We have programs and special events for summer reading that we book every year. Several programs are planned for each month.
 - 4. United Way
 - a. Deductions from employee paychecks were sent to United Way.
 - b. Can look into the Foundation being a United Way entity.
 - 5. Mobile Library backup camera upgrade and new cabinet.
 - ii. Motion: T Setlak
 - iii. Seconded: D Waters
 - iv. Approved
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- V. Treasurer's Report (next in July) Tressa Setlak
 - a. All funds have increased in value.
 - b. Questions:
 - i. Cost of an intern?
 - 1. About \$3,000 per intern.
 - 2. Six interns have become regular employees.
 - ii. This Board fund was created to fund an intern until the fund is exhausted.

Administrative Offices
23630 Hayden Farm Lane
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- c. Motion to approve: J Walters
- d. Seconded: D Waters
- e. Approved

VI. SMRLA Report John Johnston
a. No meeting in July

VII. Celebrations: Hip Hip Hoorays – Allison Guy

VIII. Director's Report Michael Blackwell

a. Informational

i. Statistics

1. Physical Circulation

- a. Hall was slightly up
- b. Lexi down-was closed for changing of the stacks
- c. Leon slightly down
- d. Mobile Library up substantially.

2. Hotspots

- a. Up 44%

3. Digital Circulation

- a. Up across all three platforms – overall 22%

4. Meeting Room use up 9%

5. Visitors are up overall

- a. Leon and Hall up
- b. Lexi down a little due to closure for upgrading stacks.

6. Questions

- a. How many miles does the Mobile Library have on it?
 - i. Don't know the answer at this time.
 - ii. As of 7/31/24: 4824.2 miles

ii. FY24 Budget

- 1. This is still in completion. Accountants and auditors are still completing year end calculations.

2. FOL & Donations

- a. We have been working to spend all restricted funds so by FY26, we will not have rollover restricted funds.

3. Utilities are updated – don't expect much change.

- a. Solar panels?
 - i. We did not get the grant that we requested for solar panels.
 - ii. Capital funds are needed.

iii. Staff Turnover Report

- 1. 15%
- 2. One employee that left for higher pay, returned to us within a month.

iv. Staff Demographics Report

- 1. Document provided.

v. Overlap of Statewide Library Blueprint and SMCL Strategic Plan

- 1. Document provided.

vi. Tactical Plan

- 1. Provided quarterly
- 2. Page 2 which zip codes for targeted messaging, if funds allow.

vii. Audit Questions

- 1. The Library is a component unit of the St. Mary's County Government.
- 2. Audit schedule – complete by September 27th.

viii. Fund balance amount

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- 1. Fund balance has remained steady for the last two years.
- 2. Interest is used as operating funds.
- 3. Restricted funds are in the account.
- ix. RFP updates
 - 1. Payroll System
 - a. Reviewing five payroll companies
 - b. Evaluating entire system, how timecards work, payroll and compliance, HR systems.
 - c. May not choose lowest bid. Looking at entire system and how it will work for the Library.
 - d. Decision will be done by August 5th.
 - i. Will present our decision and reasoning at September Board meeting.
 - ii. The transition process will start in September and take several months to set up the payroll system and transfer information.
 - iii. First payroll will be PE 12/30/2024 for the first paycheck in 2025.
 - e. Board discussion:
 - i. J Walters – would like staff to present to the Board before a company is chosen. Johnston
 - ii. T Setlak, J Johnson – this is an operational decision for the Library and not within the Board purview.
 - 2. AV Equipment
 - a. 10 bids.
 - b. Many companies have visited the sites to determine the needs of the system/building.

b. Action Items

- i. Fine-free status of Trustees
 - 1. Discussion
 - a. Request for current Board members to be fine-free and any past Board members that have served more than 5 years.
 - 2. Motion: D Waters - Grandfather previous Board members in but decline to set this as policy and no special status for current and future Board members
 - 3. Seconded: T Setlak
 - 4. Approved:
- ii. Director assessment form
 - 1. Discussion
 - a. Push to August meeting to approve
 - b. M Blackwell will provide a 6 month self-evaluation.
- iii. August Meeting
 - 1. M Blackwell has jury duty, M Bowman on vacation
 - 2. T Setlak, D Waters, M Dunn unable to attend.
 - 3. Motion to cancel August 24 meeting: T Setlak
 - 4. Seconded: D Waters
 - 5. Approved

IX. New Trustee Business

John Johnston

- a. United for Libraries event July 31st.
 - i. The Library will pay for event registration.
- b. Schwab Account questions
 - i. Page 10 tax exempt
 - ii. Page 10 withdrawals and other debits, \$0, Page 3 \$10 discrepancy.
 - iii. YTD up 4.99%
 - iv. Michael will take to Asset Management and request information.

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Next Meeting: August 9, 2024 9:30 – 12:30, Charlotte Hall (Tentative)

Dates to remember: August 1, RFP deadlines; August LBOT on the 9th?

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