



St. Mary's County Board of Library Trustees Meeting
10:00 A.M., June 13, 2022

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

I. Call to Order, Establish Quorum

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

II. Approval of May 2022 minutes

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

III. President's Report

Jim Hanley

- a. Approval of EALs: 5/14/22-6/10/22
 - i. Motion to accept-J Hanley
 - ii. Seconded- T Setlak
 - iii. Questions-none
 - iv. Approved

IV. Treasurer's Report

Tressa Setlak

- a. Paperwork ready to get signature transfer for Vanguard account

V. SMRLA Report

Tom Russell

- a. Going to orientation in August

VI. Director's Report

Michael Blackwell

- a. Celebrations:
 - i. 5 Year Work Anniversary: Kati Kolenda
 - ii. Finishing MLIS: Zoey Downs
 - iii. Hip Hip Hoorays: Belinda Lloyd
- b. Informational
 - i. FY 22 Budget: to be presented as complete in July
 - i) Questions:
 - (1) What is the Use of Fund Balance
 - (a) How much we have in savings over our current budget
 - (b) Mobile Library Grant will have \$9,044 left. Applying for an extension to that grant.
 - ii. Candidate forums at Lexington Park
 - i) June 15, 22, 29 at 5:30pm
 - (1) Held at Lexington Park, can be viewed virtually at all Libraries.

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



- (2) Partners:
 - (a) NAACP, 7025, League of Women Voters, Center for Democracy
- iii. Board meeting in August—take a vacation?
 - i) Please let Michael know if you will not be able to attend August meeting.
- c. Action items
 - i. Sunday Pay Policy
 - i) Motion to accept
 - ii) Seconded
 - iii) Questions
 - (1) What is the full time hours-35.5/hours per week
 - (2) Should not use the term “Permanent” full time or part time staff.
 - iv) Motion carries
 - v) Comment
 - (1) Really like the Sunday hours
 - (a) The Library would love to have Sunday availability at all libraries, but we do not have the staff or budget for that.
 - ii. FY 2023 Budget
 - i) Motion to accept-J Hanley
 - ii) Seconded-T Setlak
 - iii) Questions
 - (1) Liability insurance, do we shop around?
 - (a) We use NFP agent-they review it. We have not shopped around
 - (b) What line item includes the new Mobile Library staff
 - (i) Admin Salaries
 - (2) OPEB line is the cost of retiree’s insurance
 - iv) Motion carries
- d. Questions
 - i. When will Mobile Library ribbon cutting occur
 - i) October or November we hope.
 - ii) There have been delays on the production end.
 - ii. Juneteenth will be on Saturday, June 18
 - i) Library providing packets.
 - ii) Thanks to the librarians that put those together.
 - (1) Christine Biglin & Conor Roberson
 - iii) Donated books by FOL – 200 years of Black Cooking
 - iii. Vanguard-where is the S&P account
 - i) The Vanguard never had an S&P account

Next Meeting: July 18, 2022: Chesapeake Building (and Possibly Virtual)

Dates to remember: Chamber Business After Hours Donation (June 22, 5:30 pm); Wall unveiling (June 23, 2 pm)

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