



**St. Mary's County Board of Library Trustees Meeting  
9:30 AM Friday, June 9, 2023 2023  
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](mailto: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: Michael Dunn, Judith Gwynn, John Johnston, Tressa Setlak, John Walters, Dorothy Waters,
  - b. Absent: Sharon Fitzsimmons arrived at 10:00 AM
- II. Approval of May 2023 minutes
  - a. Corrections/Questions
    - i. SMRLA community member – at time, it was what we believed. That is incorrect, based on new information and will be discussed today.
  - b. Motion to Accept: J Walters
  - c. Seconded: D Waters
  - d. Approved
- III. President's Report Michael Dunn
  - a. Approval of Monthly Expense Ledger: 5/16/2023 – 6/2/2023
    - i. Questions
      1. Barefoot Graphics – wrap, has it been completed
        - a. No, we don't have the Mobile Library yet, so it can not be completed
        - b. What will the artist get paid – artist was paid last month
      2. SB & Company – why was FY22 audit paid so late
        - a. We didn't receive the invoice until May. It appears to have gotten lost in emails
      3. Communico – What is the reservation system
        - a. Used to reserve equipment and rooms for all libraries
        - b. SMRLA pays a portion of this cost
      4. Sphero robocars
        - a. Robo cars for STEM programs – new equipment to be used by Programs staff and Mobile Library
    - ii. Approval vote
      1. Motion to Accept: J Johnston
      2. Seconded: J Gwynn
      3. Approved
- IV. Treasurer's Report Tressa Setlak
  - a. Next report July 2023
- V. SMRLA Report John Johnston
  - a. SMRLA Board representative—should be a Trustee
    - i. Need a total of 2 Trustees and a community member.
      1. Still need one more SMRLA member from the Board
    - ii. Meets second Tuesday of the month
    - iii. J Gwynn & J Walters will consider this option
- VI. Celebrations: Amy Dickinson, Amy Ford, Jake Parson, Jeff Stainbrook
- VII. Director's Report Michael Blackwell
  - a. Informational

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i. Library News

1. Judy Center grant to provide lunches at the library through the summer
  - a. At the Library every day in June and August, on Friday's in July
  - b. The Library will be sending a staff member to the lunches when they are offsite
2. Fast Track grant
  - a. State of Maryland giving out Chromebooks to community members
    - i. Library is a distribution center, the County is distributing the computers
    - ii. Library is preparing to answer questions about the computers and provide computer classes for these community members.
    - iii. 4,500 computers will be available for St. Mary's County
    - iv. The Library has been working with the County for almost 6 months on this initiative.
3. Community Art Grant by St. Clements Bay
  - a. Approved to put sculptures in the front garden of Leonardtown Library
  - b. Theme
    - i. Theme: Maryland Native Flora and Fauna
    - ii. Artist: Parran Collery
    - iii. Installed in late fall

ii. Current Budget Review

1. Questions/Comments
  - a. Please provide new SMECO classifications at the July meeting

b. Action items

i. Policy: Changes to Weapons and Rules of Behavior Policies

1. There has been an influx of toy guns being brought into the library. The staff and patrons feel uncomfortable and voiced concern on distinguishing the differences so there is a need to make the policy more secure.
2. Questions Weapons Policy:
  - a. Amendments
    - i. Add "open and concealed carry permits"
    - ii. "Citizens with Maryland concealed carry permits"
    - iii. Add "in writing" for the one-time exceptions from the Director.
    - iv. Ask lawyer to review concealed carry
  - b. Voting to accept Weapons Policy
    - i. Motion to Accept: J Walters
    - ii. Seconded: S Fitzsimmons
    - iii. Approved
3. Questions Behavior Policy
  - a. Are suspensions open ended
    - i. No, we have levels and different times depending on the infraction
  - b. Age under 9 do not seem to have to follow the rules
    - i. Can add a sentence stating that under 9 infractions will be addressed to their responsible party.
  - c. Voting to accept Behavior Policies
    - i. Motion to Accept: T Setlak
    - ii. Seconded: D Waters
    - iii. Approved

ii. Personnel: Changes to leave/PTO

1. Holiday Policy
  - a. Voting to accept
    - i. Motion to Accept: J Walters
    - ii. Seconded: D Waters
    - iii. Approved
2. PTO Policy

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- a. Questions
    - i. Concerns about #6 if employee is visibly ill, we may request that they go home until they are well.
      - 1. This is for extreme situations.
      - 2. Will strike, it is also listed in general leave policies.
  - b. Voting to accept
    - i. Motion to Accept: J Walters
    - ii. Seconded: J Gwynn
    - iii. Approved
- iii. FY24 Budget Approval
- 1. Questions
    - a. What is our full staffing number – 72
    - b. Are the salaries being budgeted at full cost, fully staffed for the entire year?
      - i. Yes, we must have funds on hand for all staffing.
      - ii. We expect to have about 5-10% vacancy credit
        - 1. This is used to adjust positions and subbing when needed.
    - c. Most of the increase given by the Commissioners went into salaries
    - d. Problem with Leon Utilities
      - i. Readjusted the budget and resubmitted for approval.
  - 2. Voting to accept
    - a. Motion to Accept: T Setlak
    - b. Seconded: J Walters
    - c. Approved
- iv. Asset Strategy Report: questions in response
- 1. Board agreed to send John Walters' document with questions to Asset Strategy for response.
  - 2. IPS - a new one may have been approved last year. The Board would like a copy of this.
  - 3. Tressa will start adding the Schwab statements to the Treasurer report.
  - 4. J Gwynn would like to form a subcommittee to investigate other investors to possibly replace Asset Strategy
    - a. Michael Blackwell will need to investigate the open MD laws about subcommittees.
  - 5. Voting to accept
    - a. Motion to Accept: J Gwynn
    - b. Seconded: S Fitzsimmons
    - c. Approved
- v. OPEB Contribution from FY22
- 1. We are currently paying for our retirees health insurance as PayGo. It is built into the budget every year.
  - 2. If the OPEB/Schwab account gets to 75% of our goal, then the interest will be able to pay the retirees health insurance.
  - 3. J Gwynn would like to clarify our investment policy before investing.
  - 4. Motion to move \$8,000 to OPEB
  - 5. No motion agreed.
- c. Discussion (If time allows)
- i. Board Effectiveness Report
  - ii. State of Libraries Report
  - iii. Trainings
    - 1. Does the Board have access to training?
    - 2. United for Libraries offers Board training- MAB will look into it.
    - 3. J Gwynn will look into trainings.

VIII. New Trustee business

Michael Dunn

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Next Meeting: July 14, Charlotte Hall Library

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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