



St. Mary's County Board of Library Trustees Emergency Meeting
June 12, 2019. Leonardtown Library
Meeting Minutes

APPROVED JUNE 18, 2019

Carolyn Guy, President, at 11:00 AM, called to order the meeting of the St. Mary's County Board of Library Trustees at the Leonardtown Library. Quorum was established.

Members present: Carolyn Guy, President; Michael Dunn; Tressa Setlak; Janice Walthour; Jim Hanley, Vice-President; Dr. Janice Walthour

Members excused: Beth Roth

Staff present: Mary Lee Russell, Leonardtown Branch Manager; Mary Anne Bowman; Deputy Director; Laura Boonchaisri, Communications and Marketing Coordinator; Amy Ford, Lexington Park Branch Manager and Kathy Faubion, Charlotte Hall Branch Manager.

Opening Actions:

- This meeting was called to review and discuss a letter received from the Leonardtown Baptist Church regarding a Drag Queen Story time being held at the Lexington Park Library. The event is being run the Southern Maryland Humanists and PFLAG. This is not a Library event.
- Some of the things that have been done:
 - As soon as we were made aware of the event we notified the County Commissioners.
 - We cannot cancel the event as it is a legitimate use of our meeting room space.
 - Talking points will be developed for Board members, stating that this is not a Library program; that we did not request this event nor has anyone worked with the sponsoring organization to bring the event to the Library.
 - We will not be putting out a Press Release since we do not want to draw attention to the event.
 - The Library is totally neutral about this even as it would be for any event.

Adjourned at 11:51 AM to go into Executive Session for a personnel issue.

Administrative Offices
23250 Hollywood Road
Leonardtown, MD 20650
301-475-2846 x1012
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
23250 Hollywood Road
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

www.stmalib.org



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.¹ 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: 6/14/19; Time: 11:51^{am}; Location: Lewiston Library;
Motion to close meeting made by: J. Walther; Seconded by: J. Hanley;
Members in favor: C. Guy, M. Dunn, J. Hanley, T. Setlak; Opposed: _____;
Abstaining: J. Walther; Absent: Beth Roth, Sandi Hauenstein

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) ☐ "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

¹ http://www.marylandattorneygeneral.gov/OpenGov%20Documents/Openmeetings/COMPLIANCE_CHECKLIST%20.pdf



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 We expect to discuss these matters:	Reason for closed-session discussion of topic - We are closing the meeting to discuss this topic because:
§ 3-305(b) <input checked="" type="checkbox"/>	Performance and employment of an individual	It is required for privacy protection under Maryland law
§ 3-305(b) <input type="checkbox"/>		
§ 3-305(b) <input type="checkbox"/>		
§ 3-305(b) <input type="checkbox"/>		

4. This statement is made by Carolyn Guy, 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: 11:51 Place: Leon. Library

Purpose(s): Discuss personnel issue

Members who voted to meet in closed session: C. Guy, M. Dunn, J. Henley, T. Setlak,
J. Walther

Persons attending closed session: C. Guy, M. Dunn, J. Henley, T. Setlak, J. Walther

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

Topics actually discussed: Personnel who wrote ALA article

Each action Taken: Support for employee and all staff to be
reiterated on blog

End 12:12 pm