



**St. Mary's County Board of Library Trustees Meeting  
10:00 A.M., June 21, 2021**

**Chesapeake Building and Virtual:** Public meetings are now open to the public as long as social distancing guidelines can be maintained and the Commissioners' Meeting Room capacity limits do not exceed 32. Everyone in attendance must adhere to the social distancing guidelines and wear a mask at all times except when speaking, consuming food/drink or if having a disability. Residents may listen to the meeting by calling 301-579-7236; access code: 963443#. The public is strongly encouraged to view the meeting remotely on Channel 95 and YouTube.

Meeting called to order

- I. Establishing a Quorum
  - a. Roll Call:
    - i. Members present: Janice Walthour, Jim Hanley, Michael Dunn, Carolyn Guy, Sandi Hauenstein, Tresa Setlak, John Walters
    - ii. Absent:
- II. Approval of May 2021 minutes
  - a. Motion to accept minutes from previous meeting
  - b. Motion accepted and passed
  - c. Corrections: none
- III. President's Report - Jim Hanley
  - a. Approval of EALs: 4/14/21 - 5/12/21
    - i. Motion to approve/second
    - ii. Passed
    - iii. Questions
      1. How are outdoor children's programs going?
        - a. Haven't started-first ones this weekend
      2. What is Asset Strategy cost
        - a. Quarterly cost of managing account-first quarter
        - b. Line item from Accounting and auditing account
- IV. Treasurer's Report - Sandi Hauenstein
  - i. Motion to approve/second
  - ii. Passed
- V. SMRLA Report - Jim Hanley
  - a. Fines forgiven for Charles and Calvert for all of history-not just one year
  - b. 26,000 allocated to HOOPLA for each county
  - c. 100,000 allocated to Overdrive
  - d. Study of what will happen to libraries post-pandemic is being worked on by a group.
  - e. Request a quarterly basis for Treasurer's report
  - f. Question
    - i. Can we get written reports for the SMRLA report?
  - g. SMRLA is moving forward with RFID project

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VI. Director's Report - Michael Blackwell

- a. Celebrations:
  - i. Hip Hip Hoorays: Belinda Lloyd, Robert Palmer, Jeff Powers
  - ii. Mary Anne and Jill assume their new MLA duties
- b. Informational
  - i. Budget review
    - 1. 96% of budget elapsed
    - 2. Line items low in funds
      - a. Admin Salaries & Admin Health
        - i. Moved IT salaries into Admin
      - b. Office Supplies
      - c. Contracts
        - i. Unexpected Communico contract that SMRLA will no longer pay
      - d. Payroll Services
        - i. Additional costs to correct a taxing issue with a deduction through Paychex
    - 3. Questions:
      - a. Was there a conversation with SMRLA about the Communico app contract?
        - i. Not recently-Jim would like to bring up with SMRLA
      - b.
  - ii. Ebook Legislation Update
    - 1. Passed into law without Governor's signature
    - 2. NY passed similar legislation
    - 3. Other states are interested in submitting similar legislation
      - a. Hoping it will eventually pass at a federal level
    - 4. Need to discuss with publishers about what is "reasonable"
  - iii. Reopening update: Governor's Statement of June 16<sup>th</sup>
    - 1. Library open-masks not required, but recommended
    - 2. When staff travel, no quarantine unless going to high risk area
    - 3. Staff travel for conferences
    - 4. Masking issues
  - iv. RFID update
  - v. ARPA Grants Update
    - 1. Made 4 grant requests
      - a. Mobile library
        - i. Fte
        - ii. Electric outlet for mobile library
      - b. Lexington Park parking lot construction for drive through and safety of pedestrians
      - c. Outside shelter at Charlotte Hall for outdoor programming.
      - d. Grant as a pass through for state-SimplyE grant
        - i. Lyrasis working on app
        - ii. Renaming it-undisclosed
        - iii. Grant would provide content to libraries in MD
    - 2. Expect to hear in early July.
    - 3. Recurring cost of a mobile library
      - a. Part of information provided to board previously

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- b. What can SMRLA do to help with mobile library
  - i. SMRLA helps all 3 counties and probably cannot assist.
- 4. Grants must be spent within fiscal year.
- vi. Trustee on Schwab Account
  - 1. Need a trustee of Schwab account
- vii. Asset Strategy
  - 1. Will have a report on information from Asset soon.

VII. Action items

- a. Have Treasurer's Report once a quarter, the last month of the quarter
  - i. approved
- b. Budget line transfers
  - i. Budget adjustments as presented
    - 1. Passed
- c. Policy/Procedure Changes: Meeting Room Regulations, Inclement Weather, Rules of Behavior, Loan Policies
  - i. As presented
    - 1. Reservation time change
      - a. Passed
    - 2. Inclement weather temperature wording adjustment
      - a. Passed
    - 3. Rules of Behavior – Library not responsible for unattended items
      - a. Passed
    - 4. Building Lifelong Learners Act adjustment to policy
      - a. St. Mary's County is only library of the 3 counties charging fines to all customers
      - b. passed
- d. Approval, FY 22 Budget
  - i. New line items
    - 1. Landscaping
    - 2. Digital Collection and contracts
      - a. Costs are not new, other line items reduced
  - ii. Discussion of cost of bank
    - 1. Changed from Bank of America about 6 years ago
      - a. Due diligence was done before change.
  - iii. Budget with 1% COLA and additional Sunday hours using Fund Balance or no 1% COLA and Sunday hours and not dipping into Fund Balance
  - iv. Budget with 1% COLA and additional Sunday hours passed.
- e. Asset Strategy discussion
- f. Juneteenth passed as federal holiday
  - i. Will need to add as a holiday for FY22

VIII. Dates to remember:

- a. Next Meeting: July 19, 2021: Chesapeake Building and Virtual/Telephone
- b. ALA Annual: June 23-29 (One Day/Vendor Passes Available)

IX. Meeting Adjourned

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