



## LIBRARY BOARD OF TRUSTEES

Monday, March 15, 2021

Members present Carolyn Guy, James Hanley, Tressa Setlak, Sandra Hauenstein, Janice Walthour, John Walters, joined late: Michael Dunn

Meeting called to order

- I. Establishing a Quorum
  - a. Established a quorum – 1 member arrived late - all members present
- II. Approval of February 2021 Minutes
  - a. Motion to accept minutes from previous meeting
  - b. Motion passed
- III. Vote to approve EAL
  - a. Questions
    - i. What is Suchter
      1. Annual IT Subscription
    - ii. What is Zones
      1. Annual IT Contract
  - b. Accepted and Approved
- IV. Treasurer's Report
  - a. Read
    - i. Funds for the Board are separate from the Library Foundation
      1. What does Foundation do?
        - a. Fundraising activities
        - b. Pays for items for the library as requested.
      - ii. Board must maintain \$55,000 in account at all times.
      - iii. Request to have John Walters added to account access – viewing only
      - iv. Does the Board need long term endowment funds?
      - v. Library account is separate from County.
      - vi. Rudolph Account partially funds interns.
    - b. Accepted and Approved
- V. SMRLA Report
  - a. Corporate Board
    - i. Accepted 2 board members for 2<sup>nd</sup> term
    - ii. State Librarian update
    - iii. Project –look at all the Regionals
  - b. SMRLA Meeting
    - i. Budget approval
- VI. Director's Report – Informational
  - a. Employee Recognitions

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- i. Black Men in White Coats – Sara Stephenson & Laura Boonchaisri
    - 1. Great program, well received.
  - ii. COVID call line- Amy Ford, Becky White, Elisa Mattingly, Kimberle' Fields, Catherine DiCristofaro, Feyi Palmer, Kati Kolenda, Jeana Barry, Angela, Ingelido.
    - 1. Answering over 100 calls a day.
  - iii. VOIP Phones Installation – Robert Palmer, Jeff Powers, John Guadalajara, Tim Beers
- b. Budget Review
- i. Salary figures higher due to long term employee's retirement payouts
  - ii. Telephone services budget needs to increase for FY 22
  - iii. Leonardtown Electric-have asked County to increase for FY22
  - iv. Lexi Water & Sewer
  - v. Heating – asked County for adjustment
  - vi. Fines/Lost & Damaged Items – very low for FY21
  - vii. Questions
    - 1. Services Income
      - a. Copies, fax, meeting rooms
- c. Friends of Library
- i. No book sale due to COVID
  - ii. Doing well with online book sales
  - iii. Planning for Fall event and Spring Book Sale
- d. Foundation
- i. Planning for a Fall event, based on COVID
- e. Legislative Session Update
- i. Lifelong Learning Act
  - ii. EBook Bill
    - 1. Passed House and Senate
      - a. Amendment added digital audio books
    - 2. Requires publisher to make content available to libraries in reasonable terms, in MD.
    - 3. Washington Post article written about bill.
- f. Reopening Update
- i. As of 3/15/21 – no cap on visitors, all PPE/Social Distancing required, No Meeting Rooms
  - ii. April – Lexi & Leon – some small study rooms will open
  - iii. Outdoor activities scheduled in the future
  - iv. Most staff have at least one vaccine
    - 1. Only 2 staff are not vaccinated.
  - v. Staff is very happy to see our customers and reopening is going well.

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- vi. Possible Grant Funds in the future
- g. Thanks for library support of College Fair from Janice Walthour
- VII. Director's Report – Action Items
  - a. Do an RFP for OPEB Account?
    - i. Accountant could not make meeting-need to discuss at next meeting.
    - ii. Overall costs review and review of accounts
      - 1. What's in account
      - 2. Cost account
    - iii. 3<sup>rd</sup> Quarter complete, will send the 4<sup>th</sup> qtr to Jim
    - iv. When is it fully funded-report from Bolton
    - v. Need to discuss this at next meeting with the representative
  - b. Dress Code Policy Change
    - i. See attached documents
    - ii. Motion on 1<sup>st</sup> change approved and passed
    - iii. Motion on and change approved and passed
  - c. Going Fine Free
    - i. Life Long Learning Act requires all libraries to provide fine free to all patrons under 18.
    - ii. Will give \$40,000 to go fine free in FY23
    - iii. This will require a major change to our system, which doesn't actually accommodate these changes due to the setup of our cards.
    - iv. Charles County has gone fine free.
      - 1. Our system combines St. Mary's, Charles and Calvert county catalogs.
    - v. Will get \$18,000 from State this year-use funds to go fine free.
    - vi. Would like to go fine free for all patrons.
      - 1. Motion made
      - 2. Concerns about the loss of funds and need to notify Commissioners
      - 3. Motion withdrawn
    - vii. Need to discuss with the Commissioners about the loss of fines.
- VIII. Dates to Remember
  - County Budget Hearing, 3/2/21
  - MLA/DLA Conference, 5/3-5/7
  - Next Meeting Monday, April 19, 2021
- IX. Meeting Adjourned

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