



**St. Mary's County Board of Library Trustees Meeting
10:00 A.M., March 21, 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: Janice Walthour, Jim Hanley, Michael Dunn, John Johnston, John Walters
- b. Absent: Tom Russell, Tressa Setlak

II. Approval of February 2022 minutes

- a. Motion to accept
- b. Seconded
- c. Approved

III. President's Report

Jim Hanley

- a. Approval of EALs: 2/12/2022-3/15/2022
 - i. Motion to accept
 - ii. Seconded
 - iii. Approved

IV. Treasurer's Report

John Walters

~~Tressa Setlak~~

- a. Reaching out to all financial institutions in St. Mary's County
 - i. No one can uptake the Vanguard VFIMX
 - ii. Recommended path
 - 1. Foundation could open a brokerage account
 - 2. Liquidate Vanguards
 - 3. Transfer funds to brokerage account owned by Foundation
 - 4. Foundation needs to discuss the options.
 - 5. Update next month

V. SMRLA Report

Jim Hanley

- a. Corporate Meeting
 - i. New members approved
 - ii. State Librarian spoke of new laws

VI. Director's Report

Michael Blackwell

- a. Celebrations: Hip Hip Hoorays: Catherine DiCristofaro, Tess Goldwasser, Andie Tydings
- b. Informational
 - i. Budget
 - 1. Large increase in donations?
 - a. FOL donation of \$40,000
 - ii. Ebook law update
 - 1. A number of new states have added ebook laws
 - 2. Waiting on legal outcome of Maryland ebook case
 - iii. FOL Update

Administrative Offices
23630 Hayden Farm Lane
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1. Book Sale April 1 & 2, first one since 2019.
 2. At Fairgrounds
 3. Question
 - a. Covid precautions
 - i. Masks suggested, but no County mandate.
 - b. How to become a member of FOL
 - i. Stmalib.org website, link to FOL, join for \$15.00/year
 - ii. Members get early entry to book sale.
 - iv. Budget Hearing tomorrow
 1. Board members invited to attend as support
 2. Library FY23 budget request
 - a. Minimum wage increase
 - b. Step increase
 - c. COLA increase
 - d. 2 new FTE's for mobile library
 - e. State funding will be down for FY23
 - v. Moving away from COVID—schedule
 1. April-going to in-person and hybrid adult and teen events, in-person children's storytime events outside
 2. Summertime – in-person storytime and Summer Reading Program.
- b. Action items
- i. Budget amendment
 1. Motion to accept
 2. Seconded
 3. Approved
 - ii. WMS MOU & Hourly Retainer
 1. Library/Board attorney-Joshua Brewster
 - a. Now associated with a law firm which requires a new MOU and hour rate.
 2. Motion to accept
 3. Seconded
 4. Questions
 - a. Would like more precise wording
 - b. Concerns will be provided via email and passed to the firm.
 - c. Are there any conflicts of interests with this law firm?
 5. Will bring back next month
 - iii. Exempt/Non-Exempt Overtime Policy
 1. Question on compensatory time
 2. Motion to accept
 3. Seconded
 4. Approved
 - iv. Bereavement Leave
 1. Motion to accept
 2. Seconded
 3. Approved
 - v. Materials Selection and Reconsideration Policy
 1. Motion to accept

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2. Seconded
3. Approved
4. Questions
 - a. Appreciate Mary Anne's work and changes put into this.
- vi. Volunteer Guidelines
 1. Making clear the state laws on what a volunteer can not do.
 2. Motion to accept
 3. Seconded
 4. Approved
- vii. FMLA Policy
 1. Motion to accept
 2. Seconded
 3. Approved
- viii. Fabrication Specialist Plaque for Carolyn Guy Dedication
 1. Considering paying from Trustee money
 2. Motion to accept
 3. Seconded
 4. Approved
 5. Questions
 - a. Concerns about how to pay from the current funds
- ix. Director Assessment Form
 1. In the past an appraisal form has been used to evaluate the Director
 2. During COVID a different process was initiated.
 3. Requests have been made by Board members to return to an appraisal form.
 4. Michael Dunn will lead the creation of a new assessment form to be completed before the next assessment at the end of the year.
 5. Goals- Michael Dunn
 - a. Consistency
 - b. Ease of participation and input by all Board members
 - c. Performance evaluated by benchmarks from job description and expectations
- x. Library will be closed March 23 due to county electrical work.
- c. How will determination be made to continue or not continue virtually.
 - i. Joint decision between Board and county
- d. Questions
 - i. Foundation meeting on Wednesday, March 23 will be on zoom due to Library closing.
 - ii. Transfer to Schwab-what did they do with these funds
 1. Jim will check with Schwab
 2. Brokerage or fee based?
 - iii. What kind of CPR training do our staff have?
 1. CPR & First aid is recommended by not required
 - a. Working on getting everyone recertified
 2. We had Narcan training in 2021
 3. We also have mental health first aid training for our staff
 - iv. How is diversity audit going?
 1. Going well
 2. Preliminary results show us as above average
 3. Waiting to compare to state and national level

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VII. Meeting Adjourned

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

Dates to remember: March 22: Budget Hearing (1:30 p.m. Chesapeake Building); March 23 (Leonardtwn Closed for the day); April 1-3: FOL Booksale (Fairgrounds; 12-8, 10-5, 12-4); State of the Schools (April 7); Legislative Luncheon (April 19)

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