



St. Mary's County Board of Library Trustees Meeting
10:00 A.M., March 20, 2023
Lexington Park Library

The public may attend the meetings but should ask the Library Director ahead of time to if they wish to speak (email 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, Sharon Fitzsimmons, Judith Gwynn, John Johnston, John Walters, Dorothy Waters
 - b. Absent: Tressa Setlak
- II. Approval of February 2023 minutes
 - a. Corrections/Questions
 - b. Motion to Accept: J Walters
 - c. Seconded: D Waters
 - d. Approved
- III. President's Report Michael Dunn
 - a. Approval of Monthly Expense Ledger: 2/10/23 – 3/17/23
 - i. Corrections/Questions
 - 1. Tech Logic-Self Checkout Renewals
 - a. It is software licensing
 - 2. What are the "Programmers"
 - a. Event presenters- Who are Programmers? – Our programming department will contract with outside vendors to present different events/programs
 - 3. Askey and Askey
 - a. Our Accountant
 - b. The company has changed hands, but still a trusted partner
 - 4. Uline – chair, replacement chair for Lexi's front desk
 - 5. Madison Life Insurance – LTD insurance – full time employees
 - 6. Minnesota Life Insurance – Life insurance policy-full time employees
 - ii. Motion to Accept:
 - iii. Seconded: J Johnston
 - iv. Approved: J Gwynn
- IV. Treasurer's Report Tressa Setlak
 - a. Quarterly – next report in April
- V. SMRLA Report John Johnston
 - a. Elected Officers
 - i. President: Ronald Krupi
 - ii. Vice President: Susan Darby
 - iii. Treasurer: Martha Graham
 - b. Board Retreat
 - i. State Librarian spoke
 - c. Meeting with A Teagle to learn more about Regional vs County libraries
- VI. Director's Report Michael Blackwell
 - a. Informational
 - i. Current Budget Review
 - 1. The gas is propane – Southern Maryland Oil

Administrative Offices
23630 Hayden Farm Lane
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2. Why is only 50% of Circulation spent?
 - a. Delay in billing and entering into QBO
 - b. The entire budget will be spent.
 3. Why do we run the processing through SMRLA
 - a. SMRLA processes for all three counties.
 4. Was the IT firewall planned?
 - a. No, due to funding we can't always anticipate
 - ii. Orientation manuals—updates to be placed online
 1. Will be working with S. Stephenson to set up an online link to the Orientation manuals and employee manuals for the Board members.
 2. The board would like a timeline-June 2023
 - iii. Legislative briefing
 - iv. Art: Gallery systems for LEON and LEXI (St. Mary's County Arts Council grants) and Front Yard Community Art Project
 1. Arts Council has provided grant funds to upgrade the gallery systems
 - a. Thanks to Amy Dickinson for working with Arts Council on that grant
 2. Friends of St. Clements Bay – applying for a \$50,000 grant to put public art in the Front Yard
- b. Action items
- i. Fund balance distribution and OPEB Contribution
 1. FY2022 Health refund was \$45,000
 2. The current budget is using \$62,00 from our current fund balance, we are requesting an additional \$50,000 to pull from the fund balance to purchase Mobile Library collection, Wifi/plum case, and the Mobile Library wrap.
 3. An additional \$100,000 is expected to be needed from the fund balance for the final cost of the Mobile Library when it is complete. That will be another budget amendment at another time.
 4. Discussion to move funds from Fund Balance for use of Mobile Library
 - a. Request for Budget Amendment for \$50,000
 - i. J Walters is concerned about the rising cost of the Mobile Library
 - ii. Suggested reducing the amount provided for wrap.
 - iii. J Gwynn suggested eliminating the wrap and only adding a Library decal to the doors.
 - iv. M Dunn is concerned with overmanaging the Library resources.
 - v. L Boonchaisri explained the wrap and it's impact. Without the wrap, the Mobile Library will look like a big white moving truck.
 - vi. J Gwynn had suggestion of using current Library collection for the Mobile Library
 1. The collection for the Mobile Library will have different lending times and uses.
 2. Processing costs will increase to change current books to Mobile Library books.
 3. This will reduce the availability of current books for brick and mortar library users.
 - b. Proposed amendment to reduce the amount provided for the wrap: J Walters
 - i. L Boonchaisri will provide a presentation of the wrap at the next Board meeting.
 - c. Motion to postpone: J Walters
 - i. J Gwynn-please provide numbers for the cost of the Mobile Library budget in FY24
 - d. Seconded: not seconded.
 - e. Motion to approve the Budget Amendment of \$50,000
 - f. Seconded: D Waters

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VII. New Trustee business

Michael Dunn

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VIII. Celebrations:

- a. Hip Hip Hoorays: Karen Ogletree, Rosa Nakamoto, Jill Hutchison, Catherine DiCristifaro, Kimberlé Fields, Sara Stephenson

Next Meeting: April 17, Lexington Park Library

Dates to remember: March 21, Library budget hearing (1:30 pm); April 25, Library Week Proclamation (9:00 am) and Public Budget @ Chopticon High School (6:30 pm); May 2, Budget Appeals Due; June 27th Mobile Library Ribbon Cutting (1:00 pm)

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