St. Mary’s County Board of Library Trustees Meeting
9:30 AM Friday, March 8, 2024
Charlotte Hall Library

The public may attend the meetings but should ask 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. Michael Dunn, Judith Gwynn, John Walters, John Johnston,
   b. Absent: Tressa Setlak, Sharon Fitzsimmons, Dorothy Waters

II. Approval of agenda
   a. Motion to Accept: J Walters
   b. Seconded: J Gwynn
   c. Approved

III. Approval of February 2024 minutes
   a. Corrections/Questions
   b. Motion to Accept: J Johnston
   c. Seconded: J Gwynn
   d. Approved

IV. President’s Report
   a. Approval of Monthly Expense Ledger: 2/1/24-2/29/24
      i. Corrections/Questions
         1. Madison Insurance – LTD
         2. Minnesota Insurance – Life Insurance
      ii. Motion to Accept: J Johnston
      iii. Seconded: J Gwynn
      iv. Approved

V. Treasurer’s Report (next in April)

VI. SMRLA Report
   a. Working out issues with ILL contractor.
   b. SMRLA wants to go to ReciteMe for accessibility.
   c. 3 year contract with Communico signed.
   d. New Bylaws approved.
      i. 5 year terms instead of 3 years.
   e. Next meeting is April 10.
   f. Reminder: Regional Board Retreat April 9
   g. New logo for SMRLA will roll out.

VII. Celebrations:
   a. Hip Hip Hoorays: Megan Friend, Nicole Bega, Amy Dickinson

VIII. Director’s Report
   a. Informational
      i. FY24 Budget Review
      ii. Security update
         1. $20,000/library for security button
         2. Requesting a new quote with different options
3. Adding a security line into budget.
   iii. Legislative update
   iv. Asset Strategy presentation: any thoughts?
      1. Request that the presenters broadcast their screens.
      2. Background information not needed, please go straight to our accounts/funds performance.
      3. Cost structure concerns.
         a. Asked J Walters to write that up so it can be addressed separately with Asset Strategy.
   v. Public art project in Leonardtown Garden
      1. Installed sometime in the fall.
   vi. Storywalk at Hall Library and Leonardtown Library
      1. At Hall it will be along the Three Notch Trail at Hall Library
      2. At Leon it will be in the Front Garden
      3. Donation/grant from Rotary Club.
      4. SMECO will help by drilling the post holes for the signs.
      5. Installation hopefully in April.

b. Action Item
   i. 300 Years of Black Cooking request: Craig Sewell (virtual. 10:00 a.m.).
      1. Would the Board consider the opportunity to partner and reprint the book?
      2. The Board is interested in continuing the discussion and would like to get more information and specifics on this opportunity.
      3. The Board is invited to the premier of Craig’s film on March 19 in Annapolis.
   ii. MPIA request from a member of the public to the Trustees
      1. Request to see the HOOPLA contract.
      2. Corrections/Questions
         a. Does anything need to be redacted.
            i. No, but may redact the account number.
      3. Motion to Accept: J Walters
      4. Seconded: J Johnston
      5. Approved

IX. New Trustee Business
   Michael Dunn
   a. Procurement process
      i. Request to post on both eMMA and outside eMMA.
      ii. Procurement level of $15,000 and up.
         1. Request that policy says that we “follow state procurement policy.”
         2. Review the state procurement to make sure it falls into the Libraries needs.
      iii. Would like a 3-year plan for contracts.
      iv. Concerns about the Board reviewing every contract.
   b. Revisit Performance Evaluation form
      i. It is long and repetitive.
      ii. Need a volunteer to review and propose edits.
         1. Ask next month or by email to the full Board.
         2. J Gwynn will come with a starting draft.
         3. MA Bowman will put a request to the MD Library listserv for other libraries Director review forms.
   c. Request to find out where the County is on the new urgent care center.
   d. MOU’s with County 2014
      i. Item 3 – the county will provide internet and phone and computers.
      ii. Request information on how our wifi/phones work with county.
   e. J Walters propose the Board reviews last years audit to discuss any concerns.
Next Meeting: April 12, 2024 9:30 – 12:30, Leonardtown Library

Dates to remember:

- March 12: Budget work session, review of county departments (gives us some idea of trends)
- March 19: Budget work session, Library budget discussion
- April 9: Regional Board Retreat
- April 23: Public Budget Hearing