



**St. Mary's County Board of Library Trustees Meeting
9:30 AM Friday, March 14, 2025
Lexington Park Library**

The public may attend the meetings but should ask ahead of time 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, Sharon Fitzsimmons, Judith Gwynn (Treasurer), John Johnston (Vice Chair), Tressa Setlak (Chair), John Walters, Dorothy Waters.
- II. Approval of agenda Tressa Setlak
 - a. Motion: D Waters
 - b. Seconded: S Fitzsimmons
 - c. Discussion
 - i. Delete #5 recommended
 - d. Approved
- III. Celebrations:
 - a. Milestones: Jim Downs, 25 years
 - b. Hip Hip Hoorays: Breanna Thorne, Elizabeth Davis
- IV. Approval of February minutes
 - i. Motion: J Gwynn
 - ii. Seconded: J Johnston
 - iii. Discussion
 1. Page 2, item 9 Cricut. It is spelled correctly
 2. Page 3, 9, A change to "balanced"
 - iv. Approved
- V. President's Report
 - a. Approval of Monthly Expense Ledger: 02/01/25-02/28/25
 - i. Motion: J Gwynn
 - ii. Seconded: D Waters
 - iii. Discussion
 1. Viper– IT emails
 2. Bright Star Touring - Black History month program
 3. PNC Analysis – charged monthly, banking business fees
 - iv. Approved
- VI. SMRLA Report John Johnston
 - a. Greenway Strategy Group – Strategic Plan manager
 - b. Hub City could not continue ILL deliveries. Extend contract to end of fiscal year. Going to negotiate with the second choice from the bids. If the contract is more than 15% increase, SMRLA would come back to the board.
 - c. Updated privacy policies – SMS service is the text messaging system used by Polaris (catalog database) to send emails to customers.
 - d. 101 Reasons Why I Love My Library campaign- testimonials requested
 - e. April 8 – Corporate meeting for the three boards, SMRLA Board meeting and SMRLA Board retreat

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VII. Director's Report

Michael Blackwell

a. Informational

i. FY25 Budget Review

1. Dollar General Grant – Newborn kits delivered to the hospital to give to all new parents.
2. Page 5 – FOL funds. Budgeted amount versus actual collected amount on page 10.

ii. Interns as 1099 employees

1. Interns are not eligible to be independent contractors

iii. What's Happening in Your Library?

1. Newborn kits for the hospital – 1,000 kits should last about 10 months based on the St. Mary's County birth rate expectation. To continue, we will attempt to get another grant.
2. Visit to legislature for the state budget
3. Veteran's Trust Fund navigators – Library is becoming a leader in this service.
4. Charlotte Hall has new 3d printer – paid for through donations from 3d prints
5. Decision making training for staff completed
6. Grants for new desk for Hall and accessible tables for Lexi Makerspace accessible tables
7. Grants for Digital Navigator and Digital Literacy – working to complete the requirements and reach 75+ customers
8. Lexington Park Library partnership to with Jude House and Arc of Southern Maryland to teach digital literacy.
9. Partnership with NAACP for Black History programs
10. Chess program had 32 people
11. Gardening programs more than 100 people attended.
12. Perks Partners has 13 participants
13. Book groups at the Detention Center
14. Added new stop to the Lexington Park Boys & Girls Club
15. Partnered with ECAC to offer professional development to licensed child care providers.

iv. Tactical Plan update

1. Explored direct mailing, but the budget does not support the option
2. Total cost for books is listed on the website.
3. Hall usage is trending up.
4. Early literacy kits – too staff intensive

b. Action Items

i. Sick Leave donation update

1. Motion: J Johnston
2. Seconded: J Waters
3. Discussion
 - a. 1.5 times leave donation is leave donated in addition to their regular leave that has already been used.
 - b. All employees have specific number of scheduled hours and that is the number used to calculate the donated leave.
4. Approved

ii. Respiratory Virus Guidance and Procedures

1. Motion: J Waters
2. Seconded: S Fitzsimmons
3. Discussion
4. Approved

iii. AI Use Policy

1. Motion: J Johnston
2. Seconded: M Dunn
3. Discussion
 - a. Language came from AI staff group and researched other libraries, MD state and other policies.

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- b. This policy document is a more broad policy because AI is changing constantly. We are working on procedures for our staff with more details.
 - c. Do we pay for an AI subscription? No we do not – due to budget constraints.
 - d. Does this apply to the Board Trustees? No. We can cut the last sentence.
4. Approved

VIII. Old Trustee Business

Tressa Setlak

- a. OPEB Fund Actions
 - i. Motion to accept: D Waters
 - ii. Seconded: J Gwynn
 - iii. Approved
 - iv. Move forward to with transferring funds and notifying Asset Strategy.
 - 1. Move the funds into a Wellington subaccount of our current Vanguard account.
 - 2. Judith Gwynn, Treasurer, will be appointed as authorized signatory for the Vanguard account.

IX. New Trustee Business

Tressa Setlak

- a. Literacy Council is looking for volunteers for tutoring
- b. April 8 moved to April 1st – Library week – proclamation from the Commissioners
- c. April 8 Health Department award

Next Meeting: April 11, Lexington Park Library

Dates to remember: March 18th, Commissioners review of Library budget; April 8 – Library week – proclamation from the Commissioners; May 6, final budget hearing; FOL Book Sale, May 16-18

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