



**St. Mary's County Board of Library Trustees Meeting
9:30 AM Friday, May 19, 2023 2023
Leonardtown 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. Present: Michael Dunn, Judith Gwynn, John Johnston, Tressa Setlak, John Walters, Dorothy Waters, Sharon Fitzsimmons (arrived at 10am)
 - b. Absent:
- II. Celebrations: Sara and Jill for work with schools; Kati Kolenda-completion of MLIS
- III. Approval of April 2023 minutes
 - a. Corrections/Questions
 - b. Motion to Accept: J Walters
 - c. Seconded: T Setlak
 - d. Approved
- IV. President's Report Michael Dunn
 - a. Approval of Monthly Expense Ledger: 4/10/2023 – 5/15/2023
 - i. Corrections/Questions
 1. Asset Strategy payment on 4/13/23 & 5/3/23
 - a. Schwab account managers
 - b. Quarter 1 2023 payment
 - i. Asset Strategy's fee increase went into effect Jan 1. They forgot to put in the change in fees so we received an initial bill and then a revised bill with the new increased amount.
 - ii. Both payments cover 2023 Qtr 1
 2. Credit Card payment
 - a. This is a total payment for all Admin credit cards.
 - b. Covers supplies, trainings and other items that are needed.
 - c. Admin staff provide receipts and request approval. Each account is reconciled and approved before payment.
 - d. The total amount is shown in different account line items throughout the budget.
 3. 4Imprint
 - a. Pens & Pencils for publicity and summer reading.
 4. Ingram Staff
 - a. Ingram provides our books.
 - b. The Staff line covers:
 - i. Veteran's book club at Lexington Park that is reimbursed as a donation from the MD Humanities
 - ii. Staff are able to purchase books at cost and repay the Library for those items.
 1. This benefit is available for Board Members as well.
 2. If you are interested in purchasing a book, please reach out to Belinda.
 5. Tech Ops Specialty
 - a. Last Library payment for the Mobile Library Vehicle
 - b. One last payment of \$50,000 is due – Hoping the State Crosby grant will cover this final amount.

Administrative Offices
23630 Hayden Farm Lane
Leonardtown, MD 20650
301-475-2151
FAX: 301-884-4415
info@stmalib.org

Charlotte Hall Library
37600 New Market Road
Charlotte Hall, MD 20622
301-884-2211
FAX: 301-884-2113
hall.manager@stmalib.org

Leonardtown Library
23630 Hayden Farm Lane
Leonardtown, MD 20650
301-475-2846
FAX: 301-884-4415
stma.manager@stmalib.org

Lexington Park Library
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Lexington Park, MD 20653
301-863-8188
FAX: 301-863-2550
lexi.manager@stmalib.org



- ii. Motion to Accept: J Walters
- iii. Seconded: J Gwynn
- iv. Approved

V. Treasurer's Report Tressa Setlak
a. Next report July 2023

VI. SMRLA Report John Johnston
a. Changes to SMRLA retirement plan 403b
b. Marina – will change from UPS delivery to shipment directly to Fairview and delivered via ILL
c. New Employee orientation

- i. Was a great program

d. Question: J Walters

- i. Does SMRLA have a 403b? – yes

e. Question: M Dunn

- i. Community members needed?
 - 1. Yes
 - a. Belinda Lloyd volunteered.
 - b. Follow up after meeting – the additional member is not a community member, but needs to come from the Library Board.

VII. Director's Report Michael Blackwell
a. Informational

- i. Asset Strategy Report (9:45 a.m.—could be information only)
 - 1. Goal, lessen risk, improve yield
 - 2. Alfred Morrison & John Meehan
 - 3. Detailed account information was discussed
 - 4. Board will review and will discuss options at next Board meeting.
- ii. 10 minute Break
- iii. Asset Strategy Review
 - 1. Presentation was discussed.
 - 2. The Board will discuss options and questions for Asset Strategy at the next Board meeting.
- iv. Current Budget Review
 - 1. Some funds will be available in salaries and will be moved to other line items at closing.
 - 2. Utilities are over budget and will need funds moved from remaining health funds. All utilities increased over this year.
 - 3. Circulation purchases are being finalized in June to spend the entire amount.
 - 4. Mobile Library is completely spent.
 - a. \$50,000 left on the cost of the vehicle that we hope to pay with a grant.
 - 5. Fund balance will be spent with the additional requested this fiscal year.
 - 6. Budget adjustments will be completed after fiscal year closes.
 - 7. Question:
 - a. Utilities – how do we process the bills that come in after fiscal year ends
 - i. We will accrue it in the previous fiscal year
 - b. Accounting & Auditing only at 62%
 - i. Expecting more quarterly bills from Askey. Asset Strategy and Bolton
 - c. What is the rough account balance
 - i. PNC account is around \$250,000-\$300,000
 - d. What happens to funds remaining at the end of the year?
 - i. It becomes a part of the fund balance.
 - ii. There are no restrictions on fund balance but should maintain at least two months of operating expenses.

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- v. Mobile Library Presentation: Sandy Kleist & Laura Boonchaisri
 - 1. Discuss Mission and goals of the Mobile Library
 - 2. Extensive research with contacts throughout the state on other Mobile Libraries
 - 3. Mobile Library funding and budget
 - a. Grant and Donation funded \$379,224 78%
 - b. St. Mary's County Library funded \$104,798 22%
 - c. Questions
 - i. Will the insurance cover the items in the Mobile Library – yes
 - ii. Is a collection budget included – collections for the Mobile Library will come from our circulation budget
 - 4. Wrap and interior look of the Mobile Library
 - a. How was the artist chosen?
 - i. Spoke with 4-5 artists and wrap providers.
 - ii. Artist will create plan for wrap, Barefoot Graphics (local company) will apply the wrap
 - b. Do the shelves move or can be taken off the library?
 - i. Some shelves are permanent, but there are mobile carts that sit against the wall of the library and roll out for outside use.
 - 5. Creating partnerships within the County
 - a. Schedule will be published
 - 6. Collection will be targeted to youth, seniors and Spanish speakers
 - a. Items will rotate on when items are checked out.
 - vi. LSTA grants for FY24- Requests
 - 1. New Strategic Plan grant
 - 2. Interpreter programming grant
 - 3. Memory Labs at Hall and Lexi
 - 4. eBook grant – pass through
 - 5. Rotary Grant for Leon & Hall Storywalk
- b. Action items
- i. Staff Day—close to the public on December 1
 - 1. Motion to Accept: J Gwynn
 - 2. Seconded: T Setlak
 - 3. Approved
 - ii. Request to change a Manual name
 - 1. Change name only of Policy & Procedure Manual to St. Mary's County Library Policy Manual
 - a. Motion to Accept: T Setlak
 - b. Seconded: S Fitzmmmons
 - c. Approved
 - iii. Salary scale for FY 2024 (and general overview of next year's budgeting)
 - 1. \$497,000 of the \$518,000 provided by the County will go to salaries
 - 2. Coordinators and Deputy Director voluntarily taking two steps down. Director is taking 5 steps down.
 - 3. No step increase will occur in FY24
 - 4. 35 hour week
 - 5. Grades
 - a. Grade 1 – 3 Library Assistant
 - b. Grade 4 – 5 Librarian
 - c. Grade 6 – 7 Assistant Branch Manager
 - d. Grade 8 Coordinators
 - e. Grade 9 – 10 Branch Managers

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- f. Grade 11 Deputy Director
 - g. Grade 12 Director
 - h. SNG Pages
 - i. Minimum wage law passed to increase to \$15/hour on 1/1/24
 - i. SP1&2 Security and Public Technology Assistants
 - 6. What are the percent's along the side
 - a. The percent change between grades
 - 7. Voting to accept
 - a. Motion to Accept: T Setlak
 - b. Seconded: J Walters
 - c. Approved
 - iv. OPEB Contribution – Moved to next month
 - v. [Closed Session] Trustee Applications (May come after Discussion items)
 - a. Motion to Accept: T Setlak
 - b. Seconded: S Fitzsimmons
 - c. Approved: J Walters abstains
 - 2. Minutes Attached
 - c. Discussion (If time allows)
 - i. OPEB Investments review (John Walters)
 - ii. Board Effectiveness Report
 - iii. State of Libraries Report

VIII. New Trustee business

Michael Dunn

Next Meeting: June 9, Lexington Park Library

Dates to remember: Mobile Library Ribbon Cutting (1:00 pm) TBD

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PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")
UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)
with Instructions

Instructions to presiding officer: To meet in a closed session under the Act, the public body must first meet in open session, after providing proper notice. Make sure that the open session is attended by a member designated to receive open meetings training. If a designated member cannot attend, complete the Compliance Checklist.¹ If the public body has never designated a member for training, it must do so **before closing the session**.

Before closing the session, take two steps: (1) conduct a recorded vote on a motion to close; and (2) make a written "closing" statement. If the public body might return to open session afterwards, be sure to tell the public that. *During* the closed session, keep the discussion topics within the confines of the closing statement. *After* the closed session, the events of the closed session must be disclosed in the next open-session minutes.

The top part of this form is a model closing statement. **It has two sides. Before closing the open session, complete items 1 through 4 on this form or in any writing with the same information.** If someone pre-prepared the form for you, make sure it reflects the public body's own intended topics and reasons for closing the meeting. A member of the public may inspect the closing statement at the time of the closing and may object to the decision to close the meeting. Once the meeting is closed, the closing statement sets the agenda and may not be changed.

The bottom part of the form is a worksheet that provides a checklist of the disclosures that must be made in the next open-session minutes. The worksheet is not part of the closing statement.

1. Recorded vote to close the meeting: Date: 5/19/2023 ; Time: 12:18 pm ; Location: Leonardtown Library; Motion to close meeting made by: Tressa Setlak ; Seconded by: Sharon Fitzsimmons ; Members in favor: Tressa Setlak, Sharon Fitzsimmons, John Johnston, Judith Gwynn, Dorothy Waters ; Opposed: None ; Abstaining: John Walters ; Absent: Michael Dunn (recuses himself)

2. Statutory authority to close session (check all provisions that apply):

This meeting will only be closed under the provision or provisions checked below, all from General Provisions Art. § 3-305(b):

(1) ☒ "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"; (2) ☐ "To protect the privacy or reputation of individuals concerning a matter not related to public business"; (3) ☐ "To consider the acquisition of real property for a public purpose and matters directly related thereto"; (4) ☐ "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; (5) ☐ "To consider the investment of public funds"; (6) ☐ "To consider the marketing of public securities"; (7) ☐ "To consult with counsel to obtain legal advice"; (8) ☐ "To consult with staff, consultants, or other individuals about pending or potential litigation"; (9) ☐ "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; (10) ☐ "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans"; (11) ☐ "To prepare, administer, or grade a scholastic, licensing, or qualifying

¹ http://www.marylandattorneygeneral.gov/OpenGov%20Documents/Openmeetings/COMPLIANCE_CHECKLIST%20.pdf

examination”; (12)___ “To conduct or discuss an investigative proceeding on actual or possible criminal conduct”; (13)___ “To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter”; (14)___ “Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, *if* public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process”; (15)___ “To discuss cybersecurity, *if* the public body determines that public discussion would constitute a risk to” (i) “security assessments or deployments relating to information resources technology”; (ii) “network security information,” such as information that is related to passwords, personal ID numbers, access codes, encryption, security devices, or vulnerability assessments or that a governmental entity collects or maintains to prevent, detect, or investigate criminal activity; or (iii) “deployments or implementation of security personnel, critical infrastructure, or security devices.”

3. For *each* provision checked above, the corresponding topic to be discussed and the public body’s reason for discussing that topic in closed session, in as much detail as possible without disclosing the information that may be discussed behind closed doors:

Citation (insert # from above)	Topic <i>We expect to discuss these matters:</i>	Reason for closed-session discussion of topic - <i>We are closing the meeting to discuss this topic because:</i>
§ 3-305(b)(1)	Trustee Appointment	Applications and consideration of trustee candidates are sensitive and private personnel matters and must be confidential
§ 3-305(b) ()		
§ 3-305(b) ()		
§ 3-305(b) ()		

4. This statement is made by John Johnston (Vice president) and Michael Blackwell (Library Director).

**WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION THAT MUST BE
DISCLOSED IN THE MINUTES OF THE NEXT OPEN SESSION (§ 3-306)(c)(2) or § 3-104**

For meetings closed under an exception, as disclosed above:

Time of closed session: 12:18 to 12:40, 5/19/23 Place: Leonardtown Library

Purpose(s): To select a Trustee for a 5 year term

Members who voted to meet in closed session: Tressa Setlak, Sharon Fitzsimmons, John Johnston, Judith Gwynn, Dorothy Waters

Persons attending closed session: those who voted to close the meeting, plus John Walters (abstained from vote to close; Michael Blackwell (Library Director); Mary Anne Bowman (Library Deputy Director)

Authority under § 3-305 for the closed session (see chart above): Section 1

Topics actually discussed: Trustee Appointment

Each action Taken: The Trustees reviewed and ranked the three applicants to send recommendations to the county commissioners for appointment

(Form rev. `10/1/2018)