



St. Mary's County Board of Library Trustees Meeting

9:30 AM Friday, May 10, 2024

Lexington Park 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](#).

Call to Order, Establish Quorum

- I. Michael Dunn, Judith Gwynn, Tressa Setlak, John Walters, John Johnston, Dorothy Waters, Sharon Fitzsimmons

Approval of agenda

- I. Corrections/Additions:
 - a. Grants update, IX, a, x
- II. Motion to Accept as modified: J Walters; Seconded: S Fitzsimmons; Approved

Approval of April 2024 minutes

- I. Corrections/Additions:
 - a. Correct to legislators, VII, b, v, 1, c
- II. Motion to Accept as modified: J Johnston; Seconded: D Waters; Approved

President's Report

Michael Dunn

- I. Approval of Monthly Expense Ledger: 4/1/24-4/30/24
 - a. Corrections/Additions:
 - i. Question about Materials Recovery, Unique Management Services
 - ii. Dell computer purchase
 - b. Motion to Accept: T Setlak; Seconded: J Gwynn; Approved

Treasurer's Report (next in July)

Tressa Setlak

SMRLA Report

John Johnston

- I. Meeting in two weeks. Will update at June meeting.

Celebrations:

- I. Hip Hip Hoorays: Jeff Powers

Director's Report

Michael Blackwell

- I. Asset Strategy presentation on OPEB and (later) discussion
 - a. M Blackwell will email the yearly actuarial Bolton report to the Board and Asset Strategy
 - b. Suggestion to take ½ of the 1% overweight in the Small/Mid Cap Broad and put in the Domestic Fixed and take Cash and put in Domestic Fixed.
- II. FY24 Budget Review
 - a. Questions/Comments
 - i. Grants – spent to date – there are 3 different numbers. The ECAC grant was just added and the spreadsheet didn't pull those numbers into the formula. Will check the grand total grants total spent to date number. Arts Council has given us additional grant funding.
 - ii. Payroll – September – 3rd payroll made it higher and other fluctuations in staffing
- III. Security update
 - a. Extra cameras have been installed at Lexi and will install Hall soon.
 - b. Costs of panic buttons \$7,800 for the locations
 - c. Allocated FOL funds for the installation



- d. Will be working with the county to install.
- e. Camera footage is kept for two weeks
- f. Can be saved from specific incidents
- IV. Legislative update: SLRC Funding Approved for one year
 - a. Provides databases and ILL across the state
- V. Storywalk at HALL and LEON update
 - a. Funds provided by the Rotary
 - b. SMECO drilled holes and set posts
- VI. Mobile Library Update
 - a. Suggestion to present quarterly data to the Commissioners
- VII. Strategic Planning update
 - a. Nearly complete. Expecting final plan for June meeting
 - b. Will send a copy to the board as soon as it arrives
- VIII. "Genetic Information" covered in current manual
- IX. List of contracts over \$15,000 for possible bidding
 - a. Verizon, Paychex, State Auto Insurance, and Askey, Askey & Associates are possible contracts to review.
 - b. Hoopla is becoming unsustainable. It is the only product of its kind so we are looking at alternatives.
 - c. Add under "actions taken" the next review cycle year
 - d. Selective Auto Insurance – add more detail about what they do
 - e. State Auto Insurance – add more detail
- X. Grants Update
- XI. Director Evaluation Form
 - a. Recommend moving to the fiscal year
 - b. Rating the director on 5 bullet points
 - c. Hope to have a new plan by beginning of the fiscal year
- XII. Possible consideration of Strategic Plan – June meeting presentation
- XIII. Asset Strategy discussion
 - a. Suggestion was to take ½ of the 1% overweight in the Small/Mid Cap Broad and put in the Domestic Fixed and take Cash and put in Domestic Fixed.
 - b. Ask why there is cash in the portfolio. Make sure all cash is reinvested.
 - i. Motion to move cash into domestic fixed income: J Walters; Seconded: S Fitzsimmons; Approved
 - c. Decided to not take action on their suggestion
 - d. Hold discussion of critique for June

New Trustee Business

Michael Dunn

- I. Black Cooking cookbook
 - a. No proposal has been provided to the library
 - b. J Gwynn will investigate the cost of reprinting

Closed session to discuss personnel

- I. Motion to close: J Walters; Seconded: D Waters; Approved

Next Meeting:

June 14, 2024 9:30 – 12:30, Leonardtown Library

Dates to remember:

Budget work session: final direction, May 14
FOL Booksale, May 17 (members only—join at the door) and May 18 (10-5) and 19 (12-4)
June 7th Foundation fundraiser