



**St. Mary's County Board of Library Trustees Meeting
10:00 A.M., November 21, 2022
Lexington Park Library**

The public may attend the meetings but should ask ahead of time with the Library Director if they wish to speak. 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: Jim Hanley, Michael Dunn, John Johnston, John Walters, Tressa Setlak
- b. Absent: Tom Russell resigned, Janice Walthour

II. Approval of October 2022 minutes

- a. Motion to accept- J Hanley
- b. Seconded- T Setlak
- c. Corrections-
- d. Approved
- e. **Closed Session Minutes – Interviews for 3 new Board positions**
 - i. Motion to accept- J Hanley
 - ii. Seconded- J Johnston
 - iii. Corrections-
 - iv. Approved

III. President's Report

Jim Hanley

- a. Approval of EALs: 9/15/2022-10/04/2022
 - i. Motion to accept-J Hanley
 - ii. Seconded-M Dunn
 - iii. Questions-
 - 1. What is Lyrasis – funding for Palace app (eBooks)
 - a. Reimbursed through grant
 - 2. Is Askey retiring
 - a. Yes, but firm name is the same
 - b. Have we considered another firm?
 - i. Try to stay in County, can look to see if there are any other local firms that provide the full service.
 - iv. Approved

IV. Treasurer's Report

Tressa Setlak

- a. **Vanguard issues**
 - i. Was able to change emails and contacts with Vanguard.
 - ii. E access will be set up.

V. SMRLA Report

Tom Russell

- a. Tom Russell was SMRLA Board rep.
- b. Beth Roth is representing St. Mary's County as a community member.
- c. Next election occurs in March or April.
- d. Will need a new community member and new Board member

VI. Director's Report

Michael Blackwell

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
21677 FDR Blvd
Lexington Park, MD 20653
301-863-8188
FAX: 301-863-2550
lexi.manager@stmalib.org



- a. Informational
 - i. Lexington Library is celebrating 20 years this year.
 - ii. Budget Overview
 - 1. New budget for FY24 due in January
 - a. Need to meet early in January to review with new Board members
 - 2. Lexi Electric, Water, Sewer, Trash over budget
 - a. High usage and increase in utility costs
 - 3. Admin phones
 - a. Increase coming due to Mobile Library staff phone being added
 - 4. Lexi & Leon phones will increase due to new fees
 - 5. Programs at 88%
 - a. Summer performer cost increased as well as supplies increased
 - 6. Tuition Reimbursement
 - a. 5 employees participating this year, only covers about 1 semester for each employee
 - b. SMRLA will consider giving more, but won't make a decision till the end of fiscal year.
 - 7. Copier Usage & Leases
 - a. Updating copiers, small increase
 - 8. Questions
 - a. Electric usage
 - i. Leonardtown & Hall are not over budget
 - 1. Leonardtown bills not up to date. And, more efficient building.
 - b. Comment
 - i. Need representation on SMRLA to advocate for tuition, etc.
- iii. Mobile Library Update
 - 1. Introduce new Mobile Library Staff
 - a. Sandy Kleist, Mobile Library Outreach Coordinator
 - b. Rosa Nakamoto, Mobile Outreach Librarian
 - 2. Mobile Library delayed
 - a. Inflation, supply chain, high demand
 - b. Delivery pushed back to April
 - 3. Orders for book and video supplies have been put on a hold.
 - 4. Comment-J Hanley
 - a. South of the base is high in need of mobile library
 - 5. Driver will be the Mobile Library staff
 - a. Will update insurance for drivers once we have the vehicle
 - 6. Question – J Walters
 - a. How much over the original cost will the vehicle cost
 - 1. About \$17,000
 - 7. Question – M Dunn
 - a. Did we get a discount for the delays?
 - 1. The manufacturer is a subcontractor of our mobile library contractor
- iv. OPEB Actuary Report
 - 1. Will be a challenge to get to the fully funded amount.
 - 2. Comments – J Hanley

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- a. OPEB plan is a supplemental plan
 - b. Current retirees will rely on this plan
 - c. 36 eligible employees
 3. Questions – J Walters
 - a. Page 3 of 9 missing a few dollars, is it being reinvested?
 4. Update on fund changing hands
 - a. A Maryland Statute may impact a relationship between Library and Edward Jones
 1. Need to speak with Library attorney, Mr. Brewster.
 - v. Organizational Climate Survey Results
 1. Every other year, staff survey and then customer survey
 2. Summarize
 - a. 3 areas of concern
 1. Compensation
 2. Lack of full-time opportunities
 3. Communication between all levels
 - We use Slack, Sharepoint, and moving to MS365 in the future.
 3. Shorten the survey in the future.
 4. Code the responses and return to staff
 - vi. Board Effectiveness Report
 1. Will review next month, possibly push to February for new Board members
 2. How can Boards get training?
 - a. SMRLA
 - b. Citizen's for Maryland Libraries
 - c. United for Libraries
- b. Action items
- i. FY22 Budget-final allocation adjustments
 1. Request to approve the final amendment adjustments
 - a. J Hanley
 - b. Seconded T Setlak
 - c. Approved
 - ii. Holiday closures in 2023
 1. Correction – good Friday, not a floating holiday, Defender's Day is a floating holiday
 2. Motion to accept – J Hanley
 3. Second – J Walters
 4. Approved.
 - iii. Audit-approval
 1. Questions
 - a. Page 5, 3rd paragraph, last sentence, needs period.
 - b. Motion to accept – J Hanley
 - c. Second – J Johnston
 - d. John Walters may abstain because he needs more time
 - e. Approved with one abstention

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- iv. 35.5 to .5-hour work week change
 - 1. Motion to accept – Ja Hanley
 - 2. Seconded – J Walters
 - 3. Approved
 - 4. Questions
 - a.
- v. Board meeting day and time in 2023
 - 1. Will keep the same for now, 3rd Monday at 10am
 - 2. Will discuss in January with new Board members

Election of officers in December
Let J Hanley know who wants to run for an office.

- c. Celebrations:
 - i. Hip Hip Hoorays:
 - a. Naomi Cole
 - b. Brian Youngs
 - c. Breanna Thorne

Question about Director evaluation
Will work on compiling evaluation form.

Next Meeting: December 19, 2022: Leonardtown Library

Dates to remember: Trustee Applications due (Oct 30); interviews in November (Time TBD)

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