



**St. Mary's County Board of Library Trustees Meeting
9:30 AM Friday, November 17, 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). People wishing to address the Board this month should ask beforehand and plan to come to the Leonardtown Library to address the Board virtually. 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, Tressa Setlak, John Walters, John Johnston, Dorothy Waters
 - b. Absent: Sharon Fitzsimmons
- II. Approval of October 2023 minutes
 - a. Corrections/Questions
 - i. IV Motion to accept is blank
 - b. Motion to Accept: J Walters
 - c. Seconded: T Setlak
 - d. Approved:
- III. President's Report Michael Dunn
 - a. Approval of Monthly Expense Ledger: 10/1/2023-10/31/2023
 - i. Questions
 - 1. Wrap artist for the van wrap design
 - 2. Minnesota Life Insurance & Madison LTD Insurance
 - 3. SBS Leasing – copier leases
 - 4. Debra Ann McClure – Art program
 - 5. Shoenbauer repair- cost of new podium is excessive
 - ii. Motion to Accept: J Johnston
 - iii. Seconded: T Setlak
 - iv. Approved
- IV. Treasurer's Report
- V. SMRLA Report John Johnston
 - a. SMRLA joined MAPLA collaborative Time to care act
 - b. Successful audit by Murphy & Murphy
 - c. Bylaws will be reviewed
 - i. J Walters asked for the SMRLA bylaws to review
 - d. SMRLA still needs a member of the public for the SMRLA Board
 - e. M Dunn - SMRLA Intellectual Freedom Summit
 - i. Really great summit presented by SMRLA
- VI. Celebrations:
 - a. Sue Clifton Retirement 19 years
 - b. Hip Hip Hoorays: Rosa Nakamoto, Andrea Monagle
 - c. MLIS Graduation: Breanna Thorne
 - d. Milestones
 - i. Sarah Faber – 5 years
 - ii. Vakeisha Kellmel – 5 years
 - iii. Jill Hutchison – 20 years
- VII. Presentation on Everside 10:00AM David Yingling & Catherine Pratson

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- a. The County investigated ways to mitigate health care costs for employees.
 - i. Everside is a medical clinic that can be used by only county employees like an urgent care.
 - ii. The county has invited the Library to join the enterprise because we use county benefits.
 - iii. The county has investigated this benefit and believe it will help decrease health care costs for employees and the county.
 - iv. The county will own the building and supplies. A three year contract with Everside.
 - v. This clinic will be available for all county employees and dependents covered in CareFirst. About 7,000 total participants.
 - vi. There will be yearly administrative fees for the library.
 - 1. We hope to use health refunds to offset these costs.
 - vii. The Commissioners will be voting in December to make a final decision with Everside.
 - viii. The county is asking the Library to decide if they would we would like to be included in this benefit.
- VIII. Presentation by Asset Strategy 10:30AM
 - a. Within domestic fixed portfolio, should we get rid of Midwest and replace with Dodge and Cox
 - i. Motion to accept replacement: M Dunn
 - ii. Seconded: T Setlak
 - iii. Approved: 5 approve; J Walters abstains
- IX. Director's Report Michael Blackwell
 - a. Informational
 - i. FY24 Budget Review
 - 1. Accounting and audit line covers all expenses for accounting and for the audit.
 - 2. Shortages – cash register shortages
 - 3. Page 5 – correct the totals line
 - 4. \$2,000 cost increase from S&B auditors – do we do an RFP?
 - a. We use the auditors with the county. We are bundled into the county RFP.
 - 5. The last page represents the balance of our accounts and calculates the approximate fund balance.
 - 6. MLGIP does have interest
 - a. Rate is currently 5.43%
 - ii. Printed copies of FY23 Audit
 - iii. Security update
 - 1. Peace Order was requested for a customer and staff testified in court.
 - 2. Will the cost of security be on the Library or the County?
 - a. Hopefully the county will pay, but the Library may have to pay for some things.
 - iv. Mobile Library Update—checklist
 - 1. January 9 is the ribbon cutting
 - 2. Visited the Mobile Library on October 31
 - 3. A new pad for the Mobile Library will be created next to the hitching post and the garden.
 - a. Building Services is working on this and plan to have it completed by December holidays
 - 4. Inspections and checklist will be done by our consultant
 - a. He has a substantial checklist that he goes through with the vendor.
 - 5. Open House for Mobile Library at all three branches, February 10-11
 - v. Staff Day – December 1st – 9AM – 1PM, Lexington Park Library
 - 1. Would any Board Members like to attend?
 - a. M Dunn, J Gwynn, J Johnston
 - vi. Strategic Plan
 - 1. Library IQ
 - 2. Chosen because they had the most experience with public libraries
 - 3. The process has already started
 - a. J Walters requests a copy of the contract
 - 4. Cost \$25,000
 - a. Grant funded \$20,000
 - b. FOL funds \$5,000

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- vii. Board Meeting Dates 2024
 - 1. Changes
 - a. October 18, 2024
 - b. November 15, 2024
- b. Action Item
 - i. Everside Health Participation
 - 1. Questions/Comments
 - a. Take to employees for interest
 - 2. Motion to defer decision to December meeting: J Walters
 - a. Second: J Gwynn
 - b. Agreed: J Gwynn, J Walters, D Waters
 - c. Reject: M Dunn, T Setlak, J Johnston
 - 3. Motion to move forward to accept Everside pending approval by employees: T Setlak
 - a. Second: J Johnston
 - b. Agreed: M Dunn, T Setlak, J Johnston, D Waters
 - c. Reject: J Gwynn, J Walters
 - ii. Personnel Manual
 - 1. A few changes were discussed until time ran out.
 - 2. Continued review of the manual will occur in December and January.

Next Meeting: December 8, 2023, Lexington Park Library 9:30 – 12:30
Dates to remember: Proposed Mobile Library Ribbon Cutting: January 9

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