



**St. Mary's County Board of Library Trustees Meeting  
10:00 A.M., October 17, 2022**

**Chesapeake Building and Virtual:** We meet in the Commissioners' Room of Chesapeake Building. Meetings are open to the public. Residents may also listen to the meeting by calling 301-579-7236; access code: 963443#. The public may view the meeting remotely on Channel 95 and YouTube: [https://www.youtube.com/channel/UCCdK2\\_siSdnSnxDKWvtU7JQ](https://www.youtube.com/channel/UCCdK2_siSdnSnxDKWvtU7JQ) .

**I. Call to Order, Establish Quorum**

- a. Present: Jim Hanley, Michael Dunn, John Johnston, John Walters, Janice Walthour, Tressa Setlak
- b. Absent: Tom Russell

**II. Approval of September 2022 minutes**

- a. Motion to accept- J Hanley
- b. Seconded- T Setlak
- c. Corrections-none
- d. 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-J Johnston
  - iii. Questions-
    - 1. ECAC grant expense Maryland Coalition of Families
      - a. Pass through expense-Jill works with the community
      - b. Early Childhood Action Committee
      - c. We are reimbursed.
  - iv. Approved

**IV. Treasurer's Report**

Tressa Setlak

- a. Both funds experienced a reduction in value the last quarter
  - i. Motion to accept – J Hanley
  - ii. Seconded – M Dunn
  - iii. Approved.
- b. Bonding of the Treasurer issue
  - i. This Treasurer does have fiscal responsibilities and the Board would like to initiate the bonding process for T Setlak.
  - ii. The process has been started with the County.
    - 1. Have asked NFP for a quote, have not had a response yet.
    - 2. B Lloyd will follow up with NFP today.

**V. SMRLA Report**

Tom Russell

- a. absent

**VI. Director's Report**

Michael Blackwell

- a. Informational
  - i. Budget Overview

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

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

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1. M Dunn – page 2 – Program Services is at 59%. Pre-planning for programs and post summer reading issues.
  2. Utility bills-hope to level out over the year. Summer has higher utility usage.
- ii. 1<sup>st</sup> Quarter FY 23 Statistics
1. Questions
    - a. Lower visitor count has not changed circulation count.
    - b. Possibly lower visitor count due to more people working from home and less commuters to base and DC.
    - c. Circulation and meeting room usage is up despite lower visitors.
    - d. New door counters are counting more accurately than the past years.
    - e. Computer usage may be down due to people acquiring devices during the COVID pandemic.
    - f. COVID pandemic is still causing on-going changes to usage.
    - g. Tri-county circulation
      - i. Calvert and Charles are up more than St. Mary's
        1. Calvert and Charles had a larger gap between circulation from St. Mary's.
        2. Charles stayed closed longer than everyone else.
        3. Those counties have a larger budget and can purchase more material.
          - a. They have a dedicated circulation development coordinator.
          - b. Also have more resources, example a movie service.
          - c. Programming drives up circulation-those budgets allow for more programming.
- iii. Closed out the \$3,000 "pre-OPEB" PNC fund
- iv. Audit update
  1. Working on final audit issues.
- v. Mobile Library Update
  1. Two full-time positions have been posted and working on interview timelines.
    - a. They will be working on the collection and mobile library schedule.
  2. Hoping van will be ready by end of December.
    - a. Delayed by supply chain issues and demand.
  3. J Walters- will the collection come from the three branches
    - a. No – it will have its own collection
  4. J Walthour - Is there a projected opening day?
    - a. TBD-will depend on arrival of van
- vi. Meeting room technology upgrades
  1. The Lexington Park Library has been hosting candidate forums. There have been a few technical issues when combining the in-person, Zoom and streaming to sites.
  2. Commissioner Colvin was concerned with the issues and advised that he would support a technical upgrade for the Libraries in the next budget cycle.
  3. Questions
    - a. J Walters- was there any pushback from general public. No
- vii. Questions for interviewing potential trustees

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1. Currently have 5 candidates
  2. Closes on October 30.
  3. Questions must be approved beforehand.
  4. Jim Hanley will send the questions out and a closed session will be set for interviews.
  5. Do we have an appointed/trained person to run the closed session.
    - a. Yes, Jim Hanley is trained, as well as Michael Blackwell
    - b. May need to set up more people to attend the closed sessions training.
  6. Per MA Bowman, some potential candidates have been reluctant to apply due to the timing of the Board meeting times.
- viii. Change hours worked per week from 35.5 to 35, possibly for FY24
1. Working to determine how to cover the small increase in budget for hourly employees when adjusting the salary scale from 35.5 to 35.
- ix. Salary Comparison to County
1. Tried to compare Library positions to County positions. There are no apples-to-apples in positions due to the nature of Library work. Overall, most of our positions require more education and are paid at lower levels than the County's comparable positions.

VII. Action items

- a. Director's Evaluation Form
- i. M Dunn made revisions based on comments from last meeting.
    1. J Walters-Page 3-Advocate and achieve additional funding. Change to just "advocate for additional funding." Achieving is often out of the Director's hands.
    2. J Hanley – 6.3 & 6.4B – consolidate the "policies" into a single category.
  - ii. Motion to approve with above edits and reevaluate for next cycle – M Dunn
  - iii. Seconded – J Walthour
  - iv. Approved.
- b. OPEB
- i. Financial advisor at local Jones office
    1. Jones can work on the OPEB account
    2. Caveats
      - a. Allowable investments only in mutual funds
      - b. 65% equity, 35% fixed income across a portfolio
      - c. Any mutual funds used must be in existence for 5 years
      - d. Cannot be a fee-based account
      - e. Servicing financial advisor will have no discretionary authority
      - f. Jones will require a form attesting to the source of the funds.
    3. Other requirements
      - a. May also require a copy of the Enforce investment policy statement and may need amendment.
      - b. The decision on who manages the account should be clearly documented in the Board meeting minutes and a corporate resolution.
    4. This Jones advisor has reviewed 9 different funds that could be used.
    5. If we keep the funds in a single family of funds there would be no sales charges.
    6. If a vote to use Jones comes to the table, John Walters will abstain from the vote.

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- ii. Michael Blackwell will check on the name of a consultant from a bank and will get the name to John Walters to follow up.
- iii. Need to determine if the decision on the OPEB account is up to the Board or the Director.
  - 1. Michael would welcome a recommendation from the Board.
- c. Meetings: move to libraries, change meeting time?
  - i. Two options
    - 1. Place where you meet. – Leonardtown Library-mainly, Lexi and Hall a couple times a year once the technology is in place
    - 2. Change the meeting time.
  - ii. J Walthour – Should meet at the Libraries, more conducive to the job of the Library Trustees. Advocate of changing the time to accommodate a variety of new Trustees.
  - iii. J Hanley – Agree with Janice Walthour.
  - iv. M Dunn – change the location for November and time in January.
  - v. Motion to meet in November at Leonardtown Library and change the time in the future – J Hanley
    - 1. Seconded – M Dunn
    - 2. Approved
  - vi. Board should start thinking about new times for the meetings.

VIII. Celebrations:

- a. Work Anniversaries: Tess Goldwasser (15)
- b. Hip Hip Hoorays: Timothy Beers, Jeff Powers, Jacob Parsons

Comments:

Do we have stats on the new telehealth booths.  
Currently 3-4 times a month, but picking up.  
Should schedule some Board members to take the training for closed session meetings.

**Next Meeting: November 21, 2022: Chesapeake Building (and Possibly Virtual)**

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

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1245 JJ Kelley Memorial Drive  
St. Louis, MO 63131

**Certificate Regarding Municipal Proceeds and Escrow Funds**

I certify:

- (a) I am a knowledgeable official representative of the entity listed below (the "Entity"), and am authorized to sign this certificate;
- (b) Regarding the account(s) the Entity has with Edward D. Jones & Co, L.P. ("Edward Jones"):
  - 1. for the purposes of Section 15B of the Securities Exchange Act of 1934 (Rule 15Ba1 et seq.) (the "Municipal Advisor Rule") relating to the registration of municipal advisors, none of the funds currently invested in or through the account(s) the Entity has with Edward Jones, or that the Entity seeks to invest in these accounts, constitute (i) proceeds of municipal securities or (ii) municipal escrow investments;
  - 2. I have access to the appropriate information or have direct knowledge of the source of the funds in the account(s) that the Entity has with Edward Jones, that enable me to make these representations;
  - 3. for the purposes of the Municipal Advisor Rule:
    - a. the term "proceeds of municipal securities" means monies derived by a municipal entity from the primary offering of municipal securities, investment income derived from the investment or reinvestment of such monies, and any monies of a municipal entity or obligated person held in funds under legal documents for the municipal securities that are reasonably expected to be used as security or a source of payment for the payment of the debt service on the municipal securities, including reserves, sinking funds and pledged funds created for such purpose, and the investment income derived from the investment or reinvestment of monies in such funds.
    - b. the term "municipal escrow investments" means proceeds of municipal securities and any other funds of a municipal entity that are deposited in an escrow account to pay the principal of, premium, if any, and interest on one or more issues of municipal securities.
- (c) I further certify that the Entity will not invest any funds in or through Edward Jones that constitute proceeds of municipal securities or municipal escrow investments.

Account Name and Address:

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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

Account Number: \_\_\_\_\_

By: \_\_\_\_\_  
(signature of knowledgeable official)

Name: \_\_\_\_\_  
(printed name of knowledgeable official)

Date: \_\_\_\_\_

Please return to your financial advisor.

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