St. Mary’s County Board of Library Trustees Meeting
9:30 AM Friday, October 13, 2023
Charlotte Hall 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, Sharon Fitzsimmons, Judith Gwynn, Tressa Setlak, John Walters
   b. Absent: John Johnston, Dorothy Waters

II. Approval of September 2023 minutes
   a. Corrections/Questions
   b. Motion to Accept: J Walters
   c. Seconded: T Setlak
   d. Approved

III. President’s Report Michael Dunn
   a. Approval of Monthly Expense Ledger: 9/1/2023-9/30/2023
   b. Corrections/Questions
      i. Motion to Accept: T Setlak
      ii. Seconded: S Fitzsimmons
      iii. Approved

IV. Treasurer’s Report
   a. Check written for the Library Intern
   b. Overall fund has decreased.

V. SMRLA Report John Johnston
   a. Judith Gwynn will be joining the SMRLA Board but has not been voted in yet.

VI. Audit Presentation from SB & Company
   a. Chris Lehman & Renata Reis
   b. Accept the audit with one revision: Page 22 please revise to: Budget is approved by the Board of Trustees and reported to the Commissioners
      i. Motion to Accept: J Walters
      ii. Seconded: S Fitzsimmons
      iii. Approved

VII. Celebrations:       Laura Boonchaisri, Sara Stephenson,
   a. Hip Hip Hoorays:       Mary Anne Bowman – 25 years
   b. Milestones
      i. Kit Kirchofer – 15 years
      ii. Catherine DiCristofaro – 15 years

VIII. Director’s Report Michael Blackwell
    a. Informational
       i. Strategic Plan
          1. 10 applications, narrowed down to 2.
          2. Meetings next week to make a final decision
3. Sharon Fitzsimmons, Belinda Lloyd and Michael Blackwell on the selection committee
4. Board members and staff members will participate in the process.

ii. St. Mary’s County Arts Council has provided additional $12,000 in grant funding for art programming.

iii. Additional grant funding for collections

iv. FY24 Budget Review
   1. A request to have the Schwab statement included in the monthly Board packet

v. Mobile Library Update
   1. It’s in Maryland and final adjustments are being made.

vi. Facilities Master Plan
   1. Charlotte Hall recommendation
         i. 15,000-20,000 sq ft
      b. Other Hall recommendation is to expand
         i. Restricted by land space-surrounded by trail, major roads and protected lands.

   2. Leonardtown recommendations – small revisions

   3. Lexington Park recommendations
      a. Major renovation

vii. MD Time-To-Care-Act

b. Action Item
   i. Holiday Dates 2024
      1. Correct November 22 to November 27
      2. Motion to Accept: T Setlak
      3. Seconded: J Walters
      4. Approved
   
   ii. Policy Update - Library Art Gallery
      1. Remove the word “featuring”
      2. Motion to Accept: J Gwynn
      3. Seconded: S Fitzsimmons
      4. Approved

   iii. Policy Update – Library Cards
      1. Motion to Accept: J Gwynn
      2. Seconded: S Fitzsimmons
      3. Approved

   iv. Policy Update – Service Animals
      1. Motion to Accept: T Setlak
      2. Seconded: S Fitzsimmons
      3. Approved

   v. Policy Update – Gifts
      1. Item 3, special collections-move line in paragraph
      2. Motion to Accept: S Fitzsimmons
      3. Seconded: J Gwynn
      4. Approved

IX. New Trustee Business

X. Discussion

XI. Closed Session

   a. Motion to Close Session: J Walters
   b. Seconded: J Gwynn

Michael Dunn

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c. Security Discussion

Next Meeting: November 17, 2023, Leonardtown Library  
9:30 – 12:30

Dates to remember: Foundation Fundraiser: November 10 (Leonardtown Library); Veteran’s Day: November 11, Leonardtown.