



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 an reported to the Commissioners"
 - i. Motion to Accept: **J Walters**
 - ii. Seconded: ~~J Walters~~ **S Fitzsimmons**
 - iii. Approved
- VII. Celebrations:
 - a. Hip Hip Hoorays: Laura Boonchaisri, Sara Stephenson,
 - b. Milestones
 - i. Mary Anne Bowman – 25 years
 - ii. Kit Kirchofer – 15 years
 - iii. 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

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
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Lexington Park Library
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301-863-8188
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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
 - a. A new building.
 - 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

Michael Dunn

X. Discussion

XI. Closed Session

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

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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.

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