



**St. Mary's County Board of Library Trustees Meeting
9:30 AM Friday, October 18, 2024
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). 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. Michael Dunn, Judith Gwynn, John Walters, John Johnston, Dorothy Waters, Tressa Setlak

- II. Approval of agenda
 - a. Changes/additions:
 - i. Addition: Security Update at VIII
 - ii. Addition: State Standards at VII
 - b. Motion to Accept: J Walters
 - c. Seconded: D Waters

- III. Approval of September 2024 minutes
 - a. Changes/additions
 - i. Add "(account)" after "fund" on page 2
 - b. Motion to Accept: J Walters
 - c. Seconded: J Gwynn
 - d. Motion to approve the minutes with additions: J Gwynn
 - e. Seconded: T Setlak
 - f. Approved

- IV. President's Report Michael Dunn
 - a. Approval of Monthly Expense Ledger: 9/1/2024-9/30/2024
 - i. Motion to Accept: J Gwynn
 - ii. Seconded: T Setlak
 - iii. Questions:
 1. J Walters – What is Level Green Landscaping?
 - a. Level Green is the company that does landscaping beyond grass cutting. The services were last bid out three years ago.
 2. J Walters – What is the T-Mobile cost for?
 - a. T-Mobile is our wireless hotspot provider for hotspots checked out to customers.
 3. J Gwynn – Who uses Washington Gas?
 - a. Both Lexington Park and Charlotte Hall use Washington Gas for heating.
 4. M Dunn – What is a Lost Item Refund?
 - a. A Lost Item Refund is a payment to a customer who paid for a lost library item and returned it within our grace period.
 5. J Walters – How often is the CareFirst payment?
 - a. CareFirst health insurance for employees is a monthly payment.
 6. J Walters – Was the Library Systems Strategic Plan already paid for?
 - a. Yes, and the check was never received, so the original check was canceled and an ACH payment issued. This payment is still recorded in our audit for FY24 and zeroes out in FY25.
 7. D Waters – What is Traf-Sys?
 - a. Traf-Sys provides our door counter service and we pay yearly for the service.
 - iv. Approved

Administrative Offices
23630 Hayden Farm Lane
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info@stmalib.org

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Charlotte Hall, MD 20622
301-884-2211
FAX: 301-884-2113
hall.manager@stmalib.org

Leonardtown Library
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FAX: 301-884-4415
stma.manager@stmalib.org

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V. Treasurer's Report

Tressa Setlak

- a. Quarterly Report
 - i. Schwab report
 - 1. The Schwab account has increased by \$144,997.66
 - ii. Vanguard reports
 - 1. The Vanguard balance has increased by \$3291.07.
 - 2. The Rudolph account has increased by \$708.95.
 - iii. Check for Intern
 - 1. T Setlak will contact B Lloyd to issue check.

VI. SMRLA Report

John Johnston

- a. The SMRLA audit is complete.
 - i. J Walters – Who is the auditor for SMRLA?
 - ii. The auditor is DeBlanc + Murphy.
- b. SMRLA is selecting a consultant for their strategic plan

VII. Celebrations:

- a. Milestones – Rosa Nakamoto – Outreach Librarian – 5 Years
- b. Hip Hip Hoorays – Author Visit: Amy Ford, Lexicon: Conor Roberson, Andie Tydings, Grey Nakamoto, Jake Parsons, Kimberle Fields, Ashley Carroll, Exceptional Support: Ziggy Smith, Library Van Assistance: Belinda Lloyd
- c. Allison Guy - has won an award from the St. Mary's County Commission for People with Disabilities. It's the Innovative Program award, and she won it for the Connect and Converse program. The award is being presented on Tuesday, October 22 at 11 a.m. at the County Commissioner's meeting.

VIII. Director's Report

Michael Blackwell

- a. Informational
 - i. FY24 Budget Review and Audit
 - 1. The audit has not yet been received. The actuarial report did not arrive until late September and Askey & Askey is working on the report of physical assets.
 - 2. The audit will be sent to the Trustees when received and the state librarian will be informed of progress.
 - 3. M Dunn – do we want to create a task force to create questions for the auditors?
 - a. J Gwynn commented that a task force would not help us.
 - 4. M Blackwell will request the auditors attend the next Trustee meeting if questions are not answered before then.
 - a. J Walters – do fixed assets vary that much? In FY24, we added all assets for the mobile library. We also add and discard materials, equipment, and furniture every year
 - ii. FY25 Budget Review
 - 1. Twenty-five percent of the year has elapsed and only 23% of personnel services are used and 27% of health care. We anticipate a refund of health care expenses from FY24 to offset expenses.
 - 2. Utilities and landscaping are slightly higher than anticipated.
 - a. J Walters – is there a reason for the increase in Lexi utilities? It has been a warm quarter. The makerspace will not add to utility use in a significant way.
 - 3. Digital services, including Hoopla, are pre-funded. We have limited the selection by removing the more expensive items.
 - a. M Dunn –how much has Hoopla usage slowed? Approximately 4% slower growth.
 - b. J Johnston – are we most concerned about the higher priced items? Yes, the most current audiobooks are the most expensive. The Palace app has 8,000 always available titles.

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- c. J Gwynn – will the new titles eventually drop in price? Yes.
 - d. M Dunn – will this price point meet our budget in the long term? We will need to give the change six months to evaluate.
 - e. J Walters – is there a limit on the checkouts? Yes, five items per month, but most customers check out one or two a month.
 - 4. Furniture and equipment is at 38% because of the meeting room A/V project costs thus far.
 - 5. We had to use the MLGIP account to cover salary expenses until we receive our county and state funding, and it will then be returned to the account.
 - 6. Fines and services income has increased 31%.
- iii. 1st Quarter of FY25 Statistics
 - 1. Events are up 9% and attendance is up 9%. Meeting room use is up 14%.
 - 2. Number of visitors is up 7%. Computer use is down 3% but Wi-Fi usage is up 10%
 - 3. Ordinarily increase in programs and visitors would usually result in increase in circulation, the decline in circulation is due to decline in DVD checkouts. Streaming access is challenging for libraries.
 - 4. Calvert circulation has increased after the opening of the new Twin Beaches Library. The makerspace in Lexington Park and renovation of Charlotte Hall are expected to drive up circulation.
 - a. J Walters – did the Twin Beaches Library receive corporate support? They received state grants and county funding.
- iv. Summer Reading program Statistics
 - 1. Registrations increased, participation declined slightly, but completion increased as well.
 - a. J Gwynn – did we give out t-shirts to all participants? Yes, or tote bags.
 - b. M Dunn – who takes the lead on summer reading? Our children’s coordinator and marketing coordinator.
- v. Tactical Plan Update
 - 1. Keeping hoopla and added always available content in Palace
 - 2. Updated the official DUNS designation to St. Mary’s County Library
 - a. We are a component unit of St. Mary’s County Government as we receive the majority of our funding from the County.
 - 3. Organizational climate survey underway
 - 4. New HR and payroll system under implementation
 - 5. Mobile Library stops are been formalized and advertised
 - a. M Dunn - is the tactical plan for the full year? It is for the fiscal year.
 - b. J Gwynn – dates on documents would be helpful for version control.
 - 6. Personalized reading suggestions have been implemented.
 - 7. A/V updates are underway in the meeting rooms at Charlotte Hall and Lexington Park.
 - 8. The collection of Spanish language materials has doubled and selected marketing is bilingual. Selected signs will be translated.
 - 9. Sign audit underway.
 - 10. Fundraising for Lexington Park makerspace is underway.
- vi. Grants Update
 - 1. We have been awarded six grants this year for a total of \$50,000 and have submitted one for \$3,000.
 - 2. We are preparing a cybersecurity grant application, a digital literacy workshop grant, and accessibility grant.
 - a. J Johnston – will the cybersecurity grant cover education? Yes.
 - b. J Gwynn – what does LSTA stand for? PLA? LTC? Library Services and Technology Act, it is federal funding. PLA is the Public Library Association and LTC is Libraries Transforming Communities.
- vii. Capital Grants Update
 - 1. Public Works has met with library administration about the Charlotte Hall renovation and library projects.

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- a. J Walters – when is Lexington Park chiller replacement? Autumn of 2025.
 - 2. The fire alarm system at Charlotte Hall is being replaced.
 - 3. Capital funding for FY28 will be allocated to a renovation of Charlotte Hall. Public Works is preparing a scope of work. Preparations are underway to apply for state grant funding. We would like to add 2,000 to 5,000 square feet.
 - a. J Gwynn – is the County paying for the preliminary work for the renovation? Yes. We will need an architect and a plan. The process will begin next fall.
 - b. J Gwynn – who will be the lead on the project? The County will issue the RFP to hire the architect with our input.
 - c. J Gwynn – is there public input into this process? Yes, after the architectural plan is available. The County will also issue an RFP for a construction company. We will prepare to apply for state grants next summer.
 - d. J Gwynn – how much do we expect to be able to receive in state grant funding? We will apply for \$2 million.
 - e. J Walters – will the County be involved in the design and construction for the makerspace at Lexington Park? No, that is not a permanent structure construction and we can contract for the work with assistance from Building Services for electrical.
 - viii. Contracts Review Update
 - 1. We are assessing Waste Management, Paychex, and hoopla this year and others are scheduled for review over three years.
 - a. J Walters – where is our P&O insurance? State Auto has all of our insurance.
 - b. J Walters – does the broker get \$15,000? That is the cost of our coverage.
 - ix. Annual Report to State Library
 - 1. The State Library requires an audit and annual report each year.
 - a. J Walters – can we change “stud” on page 3 to “study rooms”? Yes.
 - b. J Gwynn – is this document the LBOT annual report? Yes, this report has been delegated to the director.
 - c. J Gwynn – comment that the MD Code requirement is additional.
 - d. J Johnston – move to approve annual report with correction to “study rooms”
 - i. Seconded – T Setlak
 - ii. Opposed: J Gwynn and J Walters
 - iii. Approved
 - x. Security Report at Lexington Park
 - 1. Tabled until November
 - xi. State Standards
 - 1. Tabled until November
 - xii. Staff Day-save the date - Dec 6th at Lexington Park Library
 - 1. Trustees invited to attend
- b. Action Items
- i. Exempt DOL salary update & Salary Scale Adjustment approval
 - 1. FLSA law requires exempt staff to be paid a minimum of \$1,128/week beginning January 1, 2025.
 - 2. Salary scale adjusted to comply with new law.
 - 3. T Setlak – move to approve salary scale adjustment
 - a. Seconded: J Johnston
 - b. Abstain: J Walters
 - c. Approved
 - ii. Citizen Proposed Maryland Legislation on LBOT Length of Service Terms
 - 1. Proposal submitted to change length of terms of Library Board of Trustees from five years to three and limit the length of a partial term. County Commissioners have referred decision on the proposal to the Library Board of Trustees.
 - 2. J Walters – feel proposal would attract more applicants and accelerate turnover

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3. M Blackwell – advise Board against change, Library Board terms are similar to other public boards, serves a complex organization, and longer term supports Maryland library laws.
 4. T Setlak – five-year term is standard, length of service ensures experience
 5. D Waters – four-year term preferable, three-year term short
 6. J Gwynn – shorter term allows more people to serve
 7. J Gwynn – move to approve proposal as written
 - a. Seconded: J Walters
 - b. Opposed: M Dunn, J Johnston, T Setlak, D Waters
 - c. Motion Denied
- iii. Audit – if available

- IX. New Trustee Business
- a. Tabled until November.

Michael Dunn

- X. Closed session—Personnel
- a. Motion to Accept: J Walters
 - b. Seconded: D Waters
 - c. Approved

Next Meeting: November 15, 2024 9:30 – 12:30, Lexington Park Library

Dates to remember: Staff Day: Dec. 6

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