



**St. Mary's County Board of Library Trustees Meeting
10:00 A.M., September 19, 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.

I. Call to Order, Establish Quorum

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

II. Approval of July 2022 minutes

- a. Motion to accept- J. Hanley
- b. Seconded- J Johnston
- c. Corrections-Treasurer's report-use of word "loss". Change to "market value losses in accounts"
- d. Approved

III. President's Report

Jim Hanley

- a. Approval of EALs: 7/14/2022 – 9/16/22
 - i. Motion to accept-J Hanley
 - ii. Seconded-M Dunn
 - iii. Questions-
 - 1. Who is attending Leadership Southern Maryland – AM Dillon
 - 2. MEEC – Maryland Education Enterprise Consortium – IT hardware/software
 - 3. Life Insurance Companies – LTD Madison & Minnesota Life
 - 4. D Suchter – IT vendor
 - 5. Curvature – Leon telephone port for County line expansion
 - 6. EAP – paid once per year
 - 7. Tuition Reimbursements to assist staff with degrees
 - iv. Approved

IV. Treasurer's Report

Tressa Setlak

- a. Working to get Vanguard account transferred.
- b. Does Treasurer need to be bonded?
 - i. Michael Blackwell will look into how to get the Treasurer bonded.

V. SMRLA Report

Tom Russell

- a. Training in August and met with Ashley

VI. Director's Report

Michael Blackwell

- a. Informational
 - i. Budget Overview
 - 1. Concerned for utility costs
 - a. Waiting on new Lease for Leonardtown
 - b. Lexi utilities is high due to summer, hope to average out over the year
 - 2. Is the Library satisfied with Breezeline?
 - a. There is no alternative to Breezeline.
 - b. Service is satisfactory from Breezeline.

Administrative Offices
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3. Hall water/sewer/trash-high for this early in the year
4. Mobile Library Grant-need to add in the rollover grant from FY22 once Audit complete
 - a. Waiting for a \$50,000 grant
- ii. Account # 0502 rolling into OPEB
 1. Created when OPEB requirements were first set up as a holding account until OPEB could be decided.
 2. B Lloyd and M Blackwell will take care of rollover.
- iii. Mobile Library Update
 1. Hiring staff in October
 2. Start collections and creating stops
 3. Board members can take a field trip to see the mobile library
 4. Questions;
 - a. What are rules on Board members going on field trips
 - i. Michael will check on the rules.
 - b. Are there concerns about being able to staff these new positions
 - i. Hoping for some internal candidates
 - ii. Concerns about driving the vehicle
 - c. J Hanley-promote this well to spotlight the Library
- iv. Salary Survey
 1. Only Calvert & St. Mary's. Charles County did not participate. Calvert received a 21% increase after the salary survey.
 2. Hiring part time employees is difficult in this economy
 3. M Dunn Compare library positions to County position salaries.
- v. Audit update
 1. Accountants had staffing issues and have been working to catch up.
 2. Waiting for final updated Leonardtown lease for new building.
 3. Will not meet the October 1 deadline
 4. Question
 - a. Was the Garvey Center separately metered – No
- vi. COVID procedures update
 1. Updated to follow the CDC and County information.
 2. How often is this reviewed.
 - a. We are in constant review. Update as needed when CDC or County policies change or conditions in the Library change.
- vii. "Hide the Pride" (CatholicVote) update
 1. 5-10 incidents per day at the library's of books being mis-shelved by patrons on purpose.
 2. Library is monitoring the camera system.
 3. Questions
 - a. Will library suspend privileges for those caught?
 - i. Yes, interferes with Library operations
 - b. Has there been an uptick in book challenges
 - i. no
- viii. Upcoming Maryland library legislation
 1. Special Library up for cost increase
 2. Monitoring legislation on bills that may restrict circulation.
 3. Monitoring legislation on regulating unions in libraries.

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4. No current ebook bills.
 5. Suggestion:
 - a. Board members learn how library selects books, interaction with SMRLA, etc.
 - ix. Hoopla Update
 1. FOL funds and SMRLA funds will pay for HOOPLA through Jan/Feb 2023
 - x. One Maryland, One Book (9/15-11/15)
 1. Author will be at College of Southern Maryland, Oct 4pm at 11am.
 - a. Director of SMRLA, Ashley Teagle will be moderator.
 2. Selected by Maryland Humanities Society.
- b. Action items
- i. Director's Evaluation Form
 1. Prior to M Blackwell there was no formal evaluation of the Director.
 2. M Dunn has created evaluation form for future evaluations.
 - o Added a self-evaluation from the current Director
 - o Members assess Director individually, then combine assessments.
 3. Suggestions:
 - o Add goals and objectives from the Board to Director and Director to Board
 - o Instead of self-evaluations, maybe a list of accomplishments from Director.
 - o Present goals/objectives, evaluation could evaluate goals/objectives met.
 - o Create 3-5 year plan from Board and Director.
 - o M Dunn will take suggestions and rework plan and present next month.
 - ii. Staff Day on December 2
 1. Request to close library
 - o Motioned – T Russell
 - o Seconded-M Dunn
 - o approved
 - iii. OPEB
 1. Options to change the financial manager of OPEB.
 - o Asset Strategy – increase from \$2,000 to \$10,00 per year
 - o Marquette – starts first year at \$17,000 to \$20,000 over 3 years
 - o J Walters-presented option of local firm with no advisory fee by joining a fund family.
 2. J Walters will continue to research this option and present at October 2022 meeting.
 3. Remain with Asset Strategy until a decision is made.
 - iv. Continue virtual meeting option?
 1. Agreed to continue virtual meetings.
- c. Celebrations:
- i. Work Anniversaries (August): Robert Palmer (15); Sara Stephenson (15); Brittany Cornish (5)
 - ii. Hip Hip Hoorays: Robert Palmer

Comments: J Walter, attended Storytime at Piney Point-well presented.

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Next Meeting: October 17, 2022: Chesapeake Building (and Possibly Virtual)

Dates to remember: State of the County Luncheon (9/20); Trustee Applications (Oct 30)

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