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_sI5dnxDKWvU7JQ.

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
   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
   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
   a. Training in August and met with Ashley

VI. Director’s Report
   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.

www.stmalib.org
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.
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.
Next Meeting: October 17, 2022: Chesapeake Building (and Possibly Virtual)

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