



**St. Mary's County Board of Library Trustees Meeting  
9:30 AM Friday, September 13, 2024  
Lexington Park Library**

The public may attend the meetings but should ask ahead of time to if they wish to speak (email [mblackwell@stmalib.org](mailto: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, Sharon Fitzsimmons
  - b. Absent: Tressa Setlak

- II. Approval of agenda
  - a. Changes/Additions:
    - i. Addition Security Update at IV
    - ii. Capital Grants Project after X
  - b. Motion to Accept: J Walters
  - c. Seconded: D Waters
  - d. Motion to approve the agenda with additions: J Walters
  - e. Seconded: D Waters
  - f. Approved

- III. Approval of July 2024 minutes
  - a. Changes/Additions:
    - i. J Johnston last name, correct the spelling on last page
  - b. Motion to Accept: J Walters
  - c. Seconded: J Johnston
  - d. Approved

IV. President's Report

Michael Dunn

- a. Approval of Monthly Expense Ledger: 7/1/24-7/31/24 & 8/1/24-8/31/24
  - i. July Expense Ledger
    - 1. Motion to Accept: D Waters
    - 2. Seconded: J Gwynn
    - 3. Questions:
      - 1. J Gwynn – What were the FSA Refunds on page 4?
        - i. We had an FSA that was canceled in 2022 due to IRS taxing regulations failure. The company completed an audit in FY24 and returned employee funds to the Library in June 2024. The funds were employee pre-taxed deductions and were returned directly to the employees.
      - 2. M Dunn – What is the difference in the Leon utilities paid to the County Commissioners vs the Leonardtown Commissioners?
        - i. Leonardtown Library utilities are billed to the Leonardtown city and St. Mary's County because the building is shared with the Garvey Center. We pay a percentage of the bills.
          - 1. The County bills us for electricity and gas.
          - 2. The City bills us for water, sewer and trash.
  - 4. Approved
- ii. August Expense Ledger
  - 1. Motion to Accept: J Gwynn
  - 2. Seconded: D Waters
  - 3. Questions:

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1. J Walters – Who do we pay for Lexi trash – Waste Management
  - i. SMRLA has contracted with a new trash company at Hall. Waiting to see how customer service is at the new company and will consider switching at Lexi.
2. S Fitzsimmons – What is Lyrasis – Palace app – paid for by a State grant
4. Approved

V. Treasurer's Report

- a. Intern Costs
  - i. The Board is paying for the Lexington Park intern. This was approved before the summer interns began.
  - ii. Tressa will write a check when she returns.

VI. SMRLA Report

John Johnston

- a. Interviews with Board candidates
- b. Met new State Librarian, Morgan Miller
- c. Conference for strategic RFP
- d. Planning an orientation for new members
- e. Investment leaders at Quantum Financials
- f. Ashley is reaching out to regional and school libraries to have a meeting.
- g. Hoopla and Mobile Hotspot funding from SMRLA

VII. Celebrations: Hip Hip Hoorays – Brittany Cornish, Phoebe Bailey, Ashley Carroll, Morgan Butler, and Emma Rawlinson (Book Match Program), Conor Roberson (Geocaching program), Jeff Powers and Tim Beers (AV RFP); Christine Biglin (SEEDS); Elizabeth Davis (Period equity)

VIII. Asset Strategy

- a. Discussion by Board
  - i. J Walters suggested that we consider leaving Asset Strategy. S Fitzsimmons agrees
  - ii. J Gwynn comments that we are no closer to meeting our goal.
    1. Holding onto an OPEB that will take many years to reach it's goal.
    2. Need to consider other options.
      1. Change fund managers and be more aggressive
      2. Send it to a self-sustaining fund
      3. Or liquidate the account by paying into OPEB until the funds are spent.
  - iii. M Dunn asks about Asset Strategy commented that our target is 6% and we have exceeded that.
    1. J Gwynn questions that target.
      1. Healthcare costs increase every year which makes target unsustainable
      2. Cost of Asset Strategy takes funds.
    2. J Walters believes the actuaries goal has increased to 8%
  - iv. M Dunn recommends reevaluating the Asset Management contract and possibility of changing vendors or moving to a non-managed fund. **account**

IX. Director's Report

Michael Blackwell

- a. Action Items
  - i. 2025 Holiday Dates
    1. Discussion:
      1. Options of changing dates on 3-day weekends. Declined to change the dates.
    2. Motion to Accept: J Gwynn
    3. Seconded: J Walters
    4. Approved
  - ii. 2025 Board meeting dates
    1. Changes/Additions:

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2. Motion to Accept: S Fitzsimmons
3. Seconded: J Gwynn
4. Approved
- iii. Director assessment form
  1. Changes/Additions/Comments:
    1. Three sets of goals
      - i. One is director goals 2024
        1. Needs to be approved.
      - ii. Two is for January 1 – June 30 2024
      - iii. Three is for July 1 2024 – June 30 2025
        1. Spelling error
    2. Finalize next fiscal year's review (#2)
    3. Finalize the 2025 fiscal year (#3)
  2. Motion to Accept #2 – 6 month period: J Johnston
  3. Seconded: J Gwynn
  4. Approved
  5. Motion to Accept #3 – Jan25-Jun25: J Gwynn
  6. Seconded: D Waters
  7. Approved
  8. M Blackwell will provide feedback on his January 1 – June 30, 2024 review.
  9. Board needs to schedule a closed meeting to discuss the review.
- b. Informational
  - i. Mobile Library and Outreach Update, including Maryland Food Bank
    1. Plug and pad is fully functional
    2. Added a third member to the Mobile Library team
    3. Operates in 4 ways
      1. Monthly Reoccurring
        - i. September 25 stops, 14 are public and 11 are private
        - ii. Constantly reevaluating the schedule to meet the needs of the community
        - iii. Requests are constantly coming in and being evaluated
        - iv. Working with community partners – Food Bank
        - v. Adding Saturday stops
      2. One time stops
        - i. Special events, title one neighborhoods, annual stops
      3. Mobile Library Events
        - i. SPARK – Storytime in the Park
          1. Storytime, unstructured play and art activity.
          2. Average attendees was 53
      4. Outreach without the Mobile Stops
        - i. Corrections center, storytimes at daycares, etc.
    4. Questions:
      1. Point of Change – new stop-drug treatment center
      2. What is target audience at St. Mary's College
        - i. College requested. Students say the college has more technical volumes instead of literature.
      3. Reoccurring and one time stops can be found on our calendar
      4. How many new cards have been issued?
        - i. 36 new cards in last three months
      5. What is the Dollar General stop
        - i. Maryland Mobile Food Bank joined the Mobile Library at Dollar General
        - ii. Also a public stop for access to the Mobile Library for Ridge and surrounding area residents

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- iii. Food Bank is also making a stop at Charlotte Hall monthly.
  - 1. They restock the food pantry at Hall with any leftover non-perishable foods.
- ii. FY24 Budget Review-audit not complete
  - 1. Questions:
    - 1. Payroll costs vary by number of employees on payroll each time it is run as well as the cost of W2's per employee and 1095/1096 costs.
    - 2. Did not need to dip into the fund balance.
    - 3. Estimate of \$8,100 income over expenses for the fiscal year.
      - i. This can be put into the fund balance or the OPEB after the audit.
- iii. FY25 Budget Review
  - 1. Discussion
    - 1. IT F&E budget has been spent on new public computers.
    - 2. Friends of the Library have agreed to a \$60,000 donation.
  - 2. Questions:
    - 1. Are we on track for the audit.
      - i. All library reports have been provided to the auditor except the F&E depreciation. The accountant is completing that this week. And we are waiting on Bolton to complete the OPEB audit.
- iv. Everside Clinic Update
  - 1. Discussions:
    - 1. 2.3% of cost of Evergreen.
    - 2. We expect a health refund that will offset the Evergreen costs
      - i. The health refund will be spent on the admin fee of Evergreen and to offset health insurance costs.
      - ii. That will free up some funds for the budget.
- v. Security Update
  - 1. Panic alarms at all three branches
  - 2. Hall and Lexi – front doors can be locked with a button at service desks
  - 3. County working through a contract to add a button at Lexi to lock the doors from the security desk.
  - 4. Monitoring station for the security cameras
  - 5. Camera upgrades occurring at Lexi
- vi. Tactical Plan Update, including art work
  - 1. Tactical plan update will be moved to October
  - 2. Presentation of the new artwork in the Leonardtown Maryland Room
    - 1. Ayana Proctor – Piscataway Nation
- vii. RFP updates
  - 1. Payroll System
    - 1. Chose Paylocity
    - 2. Cost is \$2,122/month
    - 3. One module
    - 4. App and desktop access
    - 5. Training
  - 2. AV Equipment
    - 1. AJE company
    - 2. References were checked – all positive
    - 3. Our IT department reviewed the RFP's and discussed the pros and cons of each company.
    - 4. Will update the meeting rooms at Lexington Park and Charlotte Hall.
    - 5. Library received a \$204,000 one time income for meeting room upgrades.
- viii. Staff Day-save the date – Dec 6<sup>th</sup> at Lexington Park Library
- ix. Book Match Update – moved to next month

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- x. Grants Update - moved to next month
- xi. Capital Grants Update – moved to next month
- xii. Contracts Review Update – moved to next month

X. New Trustee Business

Michael Dunn

Next Meeting: October 18, 2024 9:30 – 12:30, Leonardtown Library

Dates to remember: Staff Day: Dec. 6; Foundation Fundraiser (tonight)

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