



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

The public may attend the meetings but should ask ahead of time 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, Sharon Fitzsimmons. Tressa Setlak

- II. Approval of agenda
 - a. Motion: D Waters
 - b. Second: J Walters
 - c. Approved

- III. Approval of November 2024 minutes
 - a. Motion J Gwynn
 - b. Second: J Johnston
 - c. Approved

- IV. President's Report Michael Dunn
 - a. Approval of Monthly Expense Ledger: 11/1/24-11/30/24
 - i. Motion: J Johnston
 - ii. Second: T Setlak
 - iii. Questions:
 1. Verizon Wireless is for Admin cell phones and Mobile Library wifi
 2. Driver Training – Mobile Library training for staff. No new training expected unless there is staff turnover.
 - iv. Approved

- V. Treasurer's Report
 - a. Quarterly Report—next given in January 2025

- VI. SMRLA Report John Johnston
 - a. SMRLA closed two days for Polaris outage
 - b. 6 responses for RFP for Strategic Plan
 - i. Greenway Strategy Group
 - c. Adjustments to Collection Development Policy and Privacy Policy
 - d. Adding access to MS Sharepoint to SMRLA board members
 - e. Formed Finance Committee – 2 members
 - f. Board still needs two community member from St. Mary's County

- VII. Celebrations:
 - a. Milestones:
 - i. Laura Boonchaisri – Marketing & Communication Coordinator – 10 Years
 - ii. Naomi Cole – Library Assistant, Hall – 10 Years
 - b. Congratulations:
 - i. Anna Williams and Kathryn Dailey for Early Start LATI;
 - c. Hip Hip Hoorays:
 - i. Staff Day team: Amy Ford, Brittany Cornish, Amy Dickinson, Rita Baldwin, Andrea Monagle, Helen Krissoff, Tess Goldwasser, Eleanor DePiazza, Belinda Lloyd

Administrative Offices
23630 Hayden Farm Lane
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VIII. Director's Report

Michael Blackwell

a. Informational

- i. Access to the Board email provided to members
- ii. FY25 Budget Review
 1. 42% of year elapsed
 2. Health insurance is over budget
 - a. Employees added due to life events
 3. Lexi electric is up from summer and autumn. This often trends back down throughout the year.
 4. SMRLA has switched trash companies. We are monitoring the trash service to consider switching Lexi's next year.
 5. Circulation – 51% encumbered.
 6. Programs is expected to spend out by mid spring. Summer is funded by FOL funds.
 7. Charlotte Hall landscape – some bills from previous fiscal year and the landscaping was behind, so extra landscaping was needed.
- iii. Lexington Park Security Update
 1. County has said that there are no grants available to support the addition of cameras in the Lexi parking lot for greater security.
 2. Currently looking for other grants to support this project.
- iv. Outreach Division Update
 1. 395 outreach events in 2024 plus 19 remaining in December.
 2. 9 canceled: 4 canceled by site contact, 3 canceled due to weather, 2 canceled due to staffing.
 3. 9,182 community interactions
 4. 459 hours representing the Library across the county
 5. 25 stops: 14 public, 11 private
 6. 103 library cards issues, 4,061 items circulated
- v. Meeting Schedule for 2025
- vi. Summary of Organizational Climate Survey
 1. 94% positive
 2. More communication -streamline communication
 3. It appears our staff feels that they contribute positively to the community
- vii. Update on TTCA – Time To Care Act/FAMLII
 1. FAMLII act will be in effect July 2025
 - a. Employee and employer must contribute into the collective.
 - b. The Library has joined a Collective with all Maryland Libraries and many schools and counties.
 - c. RFP has been submitted for the Collective.
- viii. Update on Everside Clinic
 1. Expected share of clinic is approximately \$16,785
 2. The health rebate for FY24 will be allocated to this payment and to save the remaining rebate balance to apply to the following year's clinic cost.

b. Action Items

- i. Updated policies for Maryland Freedom -To- Read Act
 1. Materials Selection
 - a. Approved with typos corrected and addition of COMAR citation
 - i. Motion: J Walters
 - ii. Seconded: T Setlak
 - iii. Approved.
 2. Programming
 - a. Typo correction
 - i. Motion: T Setlak
 - ii. Seconded: J Johnson

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- iii. Approved
- ii. FY 26 Budget—draft for approval
 - 1. Motion: T Setlak
 - 2. Seconded: D Waters
 - 3. Approved: passed; S Fitzsimmons abstains,.
- iii. Retirees Health Benefit Fund
 - 1. Close Asset Strategy Fund and move OPEB balance to another investment firm
 - a. Motion: J Gwynn
 - b. Seconded: J Walters
 - c. Approved. – T Setlak not present for voting.
 - 2. Choosing to switch to get better investments without high fees.
 - 3. Two finalists to be considered. Voting will occur next month.

IX. New Trustee Business

Michael Dunn

- a. 2025 Board Officer Elections
 - i. President
 - 1. Nominees – J Walters 2 votes, T Setlak 4 votes
 - ii. Vice President
 - 1. Nominees – J Johnson
 - iii. Treasurer
 - 1. Nominees –Gwynn

Next Meeting: January 10, Lexington Park Library

Dates to remember: Libraries closed on Dec. 23-25 and 1/1/25; 1/10/25—Budget submission due to county

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