



St. Mary's County Board of Library Trustees Meeting
9:30 AM Friday, February 14, 2025
Leonardtown 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, Sharon Fitzsimmons, Judith Gwynn (Treasurer), John Johnston (Vice Chair), Tressa Setlak (Chair), John Walters, Dorothy Waters.
II. Approval of agenda Tressa Setlak
a. Motion: M Dunn
b. Seconded: J Johnston
c. Discussion/Questions:
i. Strike Quarterly Report under Treasurer
ii. Add an update on Perks Partners
d. Passed
III. Approval of January 2025 minutes
a. Motion: M Dunn
b. Seconded: J Gwynn
c. Discussion/Questions:
i. 5 a, 1 change funds to value
ii. 6 a spell out Microsoft Teams
d. Approved
IV. President's Report
a. Approval of Monthly Expense Ledger: 01/01/25-01/31/25
i. Motion: M Dunn
ii. Seconded: J Johnston
iii. Discussion/Questions
1. Maryland Library Leadership Institute payments for Amy Dickinson and Brittany Cornish
a. Different cost because the Library had a credit with MLA.
2. Have we been billed for Asset Strategy> - yes, paid in February
3. Tech Ops charge to switch out the Mobile Library plug.
iv. Approved
V. Treasurer's Report Judith Gwynn
VI. SMRLA Report John Johnston
a. SMRLA new Board portal
VII. Celebrations:
a. Milestones: Helen Krissoff - 5 years, Andie Tydings - 5 years
b. Congratulations: Eleanor DePiazza - LATI Early Start
c. Hip Hip Hoorays:
i. LaRonda Grey - mentorship
ii. Melissa Racine, Karen Ogletree, Breanna Thorne, Anna Williams Luke Rowe-assisting with medical emergency
iii. Naomi Cole-customer service
iv. Annie Cross-collections management

Table with 4 columns: Administrative Offices, Charlotte Hall Library, Leonardtown Library, Lexington Park Library. Includes addresses, phone numbers, and email addresses for each location.



- v. Brittany Cornish-above and beyond

VIII. Director's Report

Michael Blackwell

a. Informational

- i. Update from Asset Strategy
 - 1. High level view of 4th quarter
 - 2. Rebalancing recommendations
 - 3. Look at other large cap value options
 - a. Dodge and Cox
- ii. FY25 Budget Review
 - 1. The health clinic fees will be paid by the health refund. The County has retained the health refund and will apply the funds to FY25 and FY26 clinic fees.
 - a. We have a 3 year contract with the county/Everside for the clinic.
 - b. Board wants to meet with David Yingling about the cost of the clinic.
 - c. Questions about usage of the clinic-the county/clinic does not collect data on the number of Library employees using the clinic.
 - 2. Library will be investigating changing Lexi trash to a new vendor.
 - 3. Collections spent about 43%, encumbered is over 50%
- iii. What's Happening in Your Library
 - 1. Budget request has been submitted
 - 2. Legislative action has begun
 - a. Freedom to Read act policies are being reviewed at the state
 - 3. Paylocity still being implemented
 - 4. Decision Making Training for staff by Amy D, Amy F and Brittany
 - 5. AI staff trainings
 - 6. Hall installing an art display with the Arts Council
 - 7. Food Bank partnership working well
 - 8. Connect and Converse program going strong
 - 9. New cricket at Hall
 - 10. Improved workflow for program review
 - 11. Trivia Monday's every other Monday by S Stephenson – very popular
 - 12. Arts Council grant for summer performers
 - 13. Digital literacy grants – providing more computer trainings
 - 14. Leon purchasing 2 looms for the Makerspace with Arts Council
 - 15. 2 new 3-d printers
 - 16. Local scouts working on planters at Leon
 - 17. Lexi adding Makerspace program partners
 - 18. Adult services is working on World on the Move
 - 19. Perks Partners
- iv. FY26 Budget request: support and funding ramifications
 - 1. LSTA
 - a. Grant funding is a concern for FY26
 - 2. Minimum wage increase?
 - a. Legislation proposed to raise from \$15/hr to \$20/hr. Something to consider for the future if it passes.
 - 3. Letters of support are being requested to be sent to the Commissioners
 - 4. March 25 is the review of the Library budget.
 - 5. April 22 for an appeal
 - 6. May 6 is final county budget
- v. Legislative and Library Legislative Day Update
 - 1. Deaf Culture Digital Library legislation
 - 2. Family Literacy Pilot Program
 - 3. State Library Resource Center – provide library databases

Administrative Offices
23630 Hayden Farm Lane
Leonardtown, MD 20650
301-475-2151
FAX: 301-884-4415
info@stmalib.org

Charlotte Hall Library
37600 New Market Road
Charlotte Hall, MD 20622
301-884-2211
FAX: 301-884-2113
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Leonardtown Library
23630 Hayden Farm Lane
Leonardtown, MD 20650
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Lexington Park Library
21677 FDR Blvd
Lexington Park, MD 20653
301-863-8188
FAX: 301-863-2550
lexi.manager@stmalib.org



- 4. Funding for the Maryland State Library
- b. Action Items
 - i. Work Rules Policy Update
 - 1. Motion: M Dunn
 - 2. Seconded: J Gwynn
 - 3. Discussion/Questions
 - a. Add #5 "two consecutive shifts"
 - 4. Approved:
 - ii. Intern
 - 1. Motion: S Fitzsimmons
 - 2. Seconded: M Dunn
 - 3. Discussion/Questions:
 - a. \$16,000 in Intern Vanguard account
 - b. J Walters – concerned about the long term of the account
 - c. J Gwynn – can interns be 1099?
 - 4. Approved

IX. Old Trustee Business

Tressa Setlak

- a. OPEB Fund Actions
 - i. Two fund options
 - 1. Vanguard Wellington
 - a. Cheaper than American Balance
 - b. Long distance support
 - 2. American Balance
 - a. More expensive
 - b. Can go to any local broker
 - 3. Do not want to contract with a fee based firm
 - ii. Motion to move OPEB to new account-Vanguard
 - 1. Motion: M Dunn
 - 2. Second: S Fitzsimmons
 - 3. Approved
 - iii. Board will establish a Vanguard account and then M Blackwell will notify Asset Strategy of the change.

X. New Trustee Business

Tressa Setlak

Next Meeting: March 14, Lexington Park Library

Dates to remember:

April 8 – Library week – proclamation from the Commissioners

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