



St. Mary's County Board of Library Trustees Meeting
9:30 AM Friday, January 10, 2025
Lexington Park 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) - Virtual, John Johnston (Vice Chair), Tressa Setlak (Chair), John Walters, Dorothy Waters.
b. Absent: John Johnston

II. Approval of agenda Tressa Setlak
a. Motion: M Dunn
b. Seconded: J Walters
c. Approved

III. Approval of December 2024 minutes
a. Motion: M Dunn
b. Seconded: J Walters
c. Discussion: correct J Johnston name
d. Approved

IV. President's Report
a. Approval of Monthly Expense Ledger: 12/1/24-12/31/24
i. Motion: M Dunn
ii. Seconded: D Waters
iii. Discussion:
1. Time to Care Consortium - first bill for the consortium to manage the new MD FAML I Act
2. Health insurance two payments December and January bills
3. SMECO bills - two payments November and December
iv. Approved

V. Treasurer's Report Judith Gwynn
a. Quarterly Report
i. Vanguard account lost funds
ii. Rudolph had a payment for the intern
iii. Researching a standard policy and purpose for these funds

VI. SMRLA Report John Johnston
a. SMRLA is creating a team within MS Teams for their Board

VII. Celebrations:
a. Congratulations: Amy Dickinson & Brittany Cornish accepted into the Maryland Leadership Institute.
b. Hip Hip Hoorays: Mary Anne Bowman, Belinda Lloyd

VIII. Director's Report Michael Blackwell
a. Informational
i. FY25 Budget Review
1. Salaries on course but Health is a little above costs.
2. Utilities - Lexi is high
3. Circulation budget is low but encumbered is over 50%

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



- 4. Payroll services up due to being on old vendor for first half of the year.
  - 5. Questions
    - a. Staff Development SRC – will not go over budget
  - ii. FY25 Statistics so far
    - 1. Circulation slightly down
      - a. Print books are down
    - 2. Lowered amounts on HOOPLA digital to manage the digital budget
    - 3. Meeting rooms, events, and customer traffic up
    - 4. Questions
      - a. Why the bump in Hall meeting room
        - i. Some HVAC issues last year at Hall may have caused the numbers to be lower.
      - b. Customer traffic is up, but circulation is down, what are they doing?
        - i. Programming, meeting room use, study room use are all up.
  - iii. Y26 Budget request document
  - b. Action Items
    - i. Updated Pay scale
      - 1. Motion: D Waters
      - 2. Seconded: M Dunn
      - 3. Discussion:
        - a. The exempt increase law was overturned by the courts
        - b. The Board passed a pay scale with the increased amounts in October. This new pay scale, pulls the large increase for Grades 7 & 8 back down to a 1% increase since the law does not require the large increase on January 1.
        - c. This pay scale will go into effect the pay period after this Board meeting.
      - 4. Approved
- IX. Old Trustee Business Tressa Setlak
  - a. OPEB Fund Actions
    - i. Will investigate the two accounts and discuss next month.
- X. New Trustee Business Tressa Setlak
  - a. Conflict of Interest statement for the Board to sign – due diligence for moving to other funds.
- XI. Closed Session: Personnel issue

Next Meeting: February 14, Leonardtown Library

Dates to remember: 1/10/25 (Today)—Budget submission due to county;

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  
hall.manager@stmalib.org

Leonardtown Library  
23630 Hayden Farm Lane  
Leonardtown, MD 20650  
301-475-2846  
FAX: 301-884-4415  
stma.manager@stmalib.org

Lexington Park Library  
21677 FDR Blvd  
Lexington Park, MD 20653  
301-863-8188  
FAX: 301-863-2550  
lexi.manager@stmalib.org