

St. Mary's County Board of Library Trustees Meeting 9:30 AM Friday, July 12, 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 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. Tressa Setlak, John Walters, John Johnston, Dorothy Waters
 - Sharon Fitzsimmons joined via zoom at 10:15am
 - i. Absent: Michael Dunn, Judith Gwynn
- II. Approval of agenda

b.

- a. Add statistics for FY
- b. Motion: T Setlak
- c. Seconded: J Walters
- d. Approved
- III. Approval of June 2024 minutes
 - a. Questions:
 - i. Page 3 location
 - 1. Location was moved to Lexi
 - b. Motion: J Walters
 - Seconded: D Waters c.
 - Approved d.
- IV. President's Report
 - a. Approval of Monthly Expense Ledger: 6/1/24-6/30/24
 - i. Questions:
 - 1. Dell how many computers were purchased 6
 - Summer Reading Tshirts Why do we buy them? 2.
 - They are the main prize for summer reading. a.
 - They are very popular. b.
 - i. We have seen customers wearing them as far away as Europe.
 - 3. Summer Reading Presenters What is that?
 - a. We have programs and special events for summer reading that we book every year. Several programs are planned for each month.
 - 4 United Way
 - a. Deductions from employee paychecks were sent to United Way.
 - b. Can look into the Foundation being a United Way entity.
 - 5. Mobile Library backup camera upgrade and new cabinet.
 - ii. Motion: T Setlak
 - iii. Seconded: D Waters
 - iv. Approved
- Treasurer's Report (next in July) V.
 - a. All funds have increased in value.
 - Questions: b.
 - i. Cost of an intern?
 - 1. About \$3,000 per intern.
 - Six interns have become regular employees. 2.
 - ii. This Board fund was created to fund an intern until the fund is exhausted.

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Tressa Setlak

John Johnston

- c. Motion to approve: J Walters
- d. Seconded: D Waters
- e. Approved
- VI. SMRLA Report
 - a. No meeting in July
- VII. Celebrations: Hip Hip Hoorays Allison Guy

VIII. Director's Report

- a. Informational
 - i. Statistics
 - 1. Physical Circulation
 - a. Hall was slightly up
 - b. Lexi down-was closed for changing of the stacks
 - c. Leon slightly down
 - d. Mobile Library up substantially.
 - 2. Hotspots
 - a. Up 44%
 - 3. Digital Circulation
 - a. Up across all three platforms overall 22%
 - 4. Meeting Room use up 9%
 - 5. Visitors are up overall
 - a. Leon and Hall up
 - b. Lexi down a little due to closure for upgrading stacks.
 - 6. Questions
 - a. How many miles does the Mobile Library have on it?
 - i. Don't know the answer at this time.
 - ii. As of 7/31/24: 4824.2 miles
 - ii. FY24 Budget
 - 1. This is still in completion. Accountants and auditors are still completing year end calculations.
 - 2. FOL & Donations
 - a. We have been working to spend all restricted funds so by FY26, we will not have rollover restricted funds.
 - 3. Utilities are updated don't expect much change.
 - a. Solar panels?
 - i. We did not get the grant that we requested for solar panels.
 - ii. Capital funds are needed.
 - iii. Staff Turnover Report
 - 1. 15%
 - 2. One employee that left for higher pay, returned to us within a month.
 - iv. Staff Demographics Report
 - 1. Document provided.
 - v. Overlap of Statewide Library Blueprint and SMCL Strategic Plan
 - 1. Document provided.
 - vi. Tactical Plan
 - 1. Provided quarterly
 - 2. Page 2 which zip codes for targeted messaging, if funds allow.
 - vii. Audit Questions
 - 1. The Library is a component unit of the St. Mary's County Government.
 - 2. Audit schedule complete by September 27th.
 - viii. Fund balance amount

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John Johnston

Michael Blackwell





- 1. Fund balance has remained steady for the last two years.
- 2. Interest is used as operating funds.
- 3. Restricted funds are in the account.
- ix. RFP updates
 - 1. Payroll System
 - a. Reviewing five payroll companies
 - b. Evaluating entire system, how timecards work, payroll and compliance, HR systems.
 - c. May not choose lowest bid. Looking at entire system and how it will work for the Library.
 - d. Decision will be done by August 5th.
 - i. Will present our decision and reasoning at September Board meeting.
 - ii. The transition process will start in September and take several months to set up the payroll system and transfer information.
 - iii. First payroll will be PE 12/30/2024 for the first paycheck in 2025.
 - e. Board discussion:
 - i. J Walters would like staff to present to the Board before a company is chosen. Johnston
 - chosen. Johnston
 ii. T Setlak, J Johnson this is an operational decision for the Library and not within the Board purview.
 - 2. AV Equipment
 - a. 10 bids.
 - b. Many companies have visited the sites to determine the needs of the system/building.
- b. Action Items
 - i. Fine-free status of Trustees
 - 1. Discussion
 - a. Request for current Board members to be fine-free and any past Board members that have served more than 5 years.
 - 2. Motion: D Waters Grandfather previous Board members in but decline to set this as
 - policy and no special status for current and future Board members
 - 3. Seconded: T Setlak
 - 4. Approved:
 - ii. Director assessment form
 - 1. Discussion
 - a. Push to August meeting to approve
 - b. M Blackwell will provide a 6 month self-evaluation.
 - iii. August Meeting
 - 1. M Blackwell has jury duty, M Bowman on vacation
 - 2. T Setlak, D Waters, M Dunn unable to attend.
 - 3. Motion to cancel August 24 meeting: T Setlak
 - 4. Seconded: D Waters
 - 5. Approved
- IX. New Trustee Business

b.

- a. United for Libraries event July 31st.
 - i. The Library will pay for event registration.
 - Schwab Account questions
 - i. Page 10 tax exempt
 - ii. Page 10 withdrawals and other debits, \$0, Page 3 \$10 discrepancy.
 - iii. YTD up 4.99%
 - iv. Michael will take to Asset Management and request information.

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Next Meeting: August 9, 2024 9:30 – 12:30, Charlotte Hall (Tentative) Dates to remember: August 1, RFP deadlines; August LBOT on the 9th?

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