



**St. Mary's County Board of Library Trustees Meeting  
9:30 AM Friday, June 14, 2024  
Leonardtown 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, Tressa Setlak, John Walters, John Johnston, Dorothy Waters, Sharon Fitzsimmons
  
- II. Approval of agenda
  - a. Corrections/Additions:
  - b. Motion to Accept: D Waters
  - c. Seconded:
  - d. Approved
  
- III. Approval of May 2024 minutes
  - a. Corrections/Additions:
    - i. Correct to D Waters on III C
  - b. Motion to Accept: J Walters
  - c. Seconded: J Gwynn
  - d. Approved
  
- IV. President's Report Michael Dunn
  - a. Approval of Monthly Expense Ledger: 5/1/24-5/31/24
    - i. Corrections/Additions:
      - 1. Communico- meeting/events books system, shared with SMRLA and other counties.
    - ii. Motion to Accept: T Setlak
    - iii. Seconded: D Waters
    - iv. Approved
  
- V. Treasurer's Report (next in July) Tressa Setlak
  
- VI. SMRLA Report John Johnston
  - a. Investments shifted
  - b. Demo from ReciteME
    - i. Voted to pursue 3 year contract
  - c. Citizen's for Maryland's Libraries conference
    - i. One citizen from each county should attend
  - d. Approved FY25 SMRLA budget
  - e. Interviewing new community members for the Board in August
  - f. Reviewed SMRLA Board documents
  - g. M Blackwell reviewed SMRLA budget items for St. Mary's County Library
    - i. SMRLA is putting out \$225 for small libraries
    - ii. Allows a staff member to join and attend a conference
    - iii. Adding \$25,000 for Wifi funding
    - iv. Increase to help fund HOOPLA
    - v. \$5,000 for programs
    - vi. \$10,000 for Hall ADA compliant desk
    - vii. Overdrive funding
    - viii. \$10,000 in marketing for more summer reading items

Administrative Offices  
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VII. Celebrations:

- a. Milestones: Shelby Miller-5 Years, Mary Beth Kocianic-15 Years
- b. LATI Graduations – LATI Early Start Graduates: Helen Krissoff & Shelby Miller  
LATI: Denise Varela
- c. Hip Hip Hoorays: Robert Palmer, Tim Beers, Jeff Powers, Johnathan Ford  
Anna Williams & Rini Nguyen  
Emma Rawlinson & Brian Youngs  
Cory Somerville  
Lexi Staff

VIII. Director's Report

Michael Blackwell

a. Informational

- i. Maryland State Library Agency Statewide Futures Blueprint – provided in packet to read later.
  - 1. This blueprint is a statewide plan, not specific to our library.
  - 2. There is some overlap with our strategic plan.
- ii. Updates
  - 1. 80 new hotspots ordered
  - 2. Memory labs are being launched at Hall and Lexi June 15
  - 3. Brave Books on August 24
  - 4. Request to Commissioners to film in the library.
    - a. Legal to film the building, but no people in the library without permission from the person being filmed.
- iii. Security update
  - 1. Panic buttons have been installed
  - 2. Working on quotes for security buttons at the libraries to have the doors lock immediately.
- iv. RFP Update
  - 1. Payroll/HR System
  - 2. Audio systems for meeting rooms at Hall and Lexi
    - a. Vendors will be visiting the meeting rooms next week
  - 3. Are there grant applications the Library is working on? – M Dunn
    - a. Arts Council grants have been approved
    - b. Youth Literacy newborn bags at birth
    - c. Modular study room for Hall for job/tech support
    - d. One Maryland One Book program grant
    - e. Palace app grant - \$4,000
- v. Strategic Plan Overview by Debbie Joy of Library IQ
  - 1. Concern about the volume of the plans
  - 2. The Vision statement is good
  - 3. What will be the process for the prioritization of items
    - a. The library will discuss with staff and programmer/librarians
    - b. Would the Board be able to be given updates on the plan.
  - 4. The plan provides goals to reach towards. They may not all be accomplished within the 3-5 year plan.
- vi. FY24 Budget Review
  - 1. The final budget for FY24 will be provided once the audit is complete.

b. Action Items

- i. December 6—Annual Staff Day
  - a. Discussions: Request to close the libraries
  - b. Motion: T Setlak
  - c. Seconded: J Walters

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- d. Approved
- ii. Approval of Strategic Plan
  - a. Discussions:
    - i. Accepting the document as an open/living document with the Library reporting updates and possible changes to the Board throughout the year.
    - ii. Accept the plan and then the Library provides a tactical plan to the Board.
  - b. Motion to approve as written: J Johnston
  - c. Seconded: T Setlak
  - d. Amendment to the motion to add a tactical plan to be presented in July
    - i. Motion: S Fitzsimmons
    - ii. Seconded: J Gwynn
    - iii. Approved
- iii. Director Assessment
  - a. Will readdress in July
  - b. Board may do a shortened review in August of Director from January 24-June 24 before switching to a fiscal year review of the Director instead of calendar year.
- iv. FY25 Budget Motion:
  - a. Discussions:
    - i. Hoopla
      - 1. Cost of Hoopla has increased significantly due to usage.
      - 2. Options of reducing checkouts, reducing the price range of books that we pay for in Hoopla, and eliminating audiobooks from Hoopla.
        - ii. Only eliminating audiobooks provided a savings.
        - iii. Without funding the digital services, we can not continue to fund Hoopla into the new fiscal year.
        - iv. \$50,000 can fund the OPEB or Hoopla, not both.
        - v. Adding 8,000 audio titles to Palace.
    - vi. Adjusted budget that would increase the Fund Balance to \$120,000, funding Digital Services for Hoopla at \$50,000 and OPEB at \$20,000
    - vii. In the future, request help from the Commissioners to keep Hoopla.
    - viii. Board requests a graph of the fund balance for two years.
  - b. Motion to take an additional \$20,000 from fund balance, bringing that line to \$120,000 to fund Hoopla at \$50,000 and OPEB at \$20,000
    - i. Motion: J Johnston
    - ii. Seconded: T Setlak
    - iii. Discussion
      - 1. S Fitzsimmons would like to hold on additional \$20,000 for OPEB
  - c. Motion to amend the motion to fund the Hoopla budget only
    - i. Motion: S Fitzsimmons
    - ii. Seconded: T Setlak
    - iii. Approved
    - iv. Abstain: J Walters, J Gwynn
    - v. Motion to approve amendment passed
  - d. Motion to pass the Hoopla budget and reevaluate OPEB contribution with more information.
    - i. Motion to approve Hoopla budget passed

IX. New Trustee Business

Michael Dunn

- a. Is there an auditors schedule?
  - i. Yes, the audit has begun and the library has the agreement letter.
  - ii. Auditors have been asked to complete the audit with time for the Board to approve the budget.

Next Meeting: July 12, 2024 9:30 – 12:30, Leonardtown Library

Dates to remember: Juneteenth Closure, June 19<sup>th</sup>; Start of Fiscal Year: July 1, 2024

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