



**St. Mary's County Board of Library Trustees Meeting
9:30 AM Friday, March 8, 2024
Charlotte Hall 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. Michael Dunn, Judith Gwynn, John Walters, John Johnston,
 - b. Absent: Tressa Setlak, Sharon Fitzsimmons, Dorothy Waters

- II. Approval of agenda
 - a. Motion to Accept: J Walters
 - b. Seconded: J Gwynn
 - c. Approved

- III. Approval of February 2024 minutes
 - a. Corrections/Questions
 - b. Motion to Accept: J Johnston
 - c. Seconded: J Gwynn
 - d. Approved

- IV. President's Report Michael Dunn
 - a. Approval of Monthly Expense Ledger: 2/1/24-2/29/24
 - i. Corrections/Questions
 - 1. Madison Insurance – LTD
 - 2. Minnesota Insurance – Life Insurance
 - ii. Motion to Accept: J Johnston
 - iii. Seconded: J Gwynn
 - iv. Approved

- V. Treasurer's Report (next in April) Tressa Setlak

- VI. SMRLA Report John Johnston
 - a. Working out issues with ILL contractor.
 - b. SMRLA wants to go to ReciteMe for accessibility.
 - c. 3 year contract with Communico signed.
 - d. New Bylaws approved.
 - i. 5 year terms instead of 3 years.
 - e. Next meeting is April 10.
 - f. Reminder: Regional Board Retreat April 9
 - g. New logo for SMRLA will roll out.

- VII. Celebrations:
 - a. Hip Hip Hoorays: Megan Friend, Nicole Bega, Amy Dickinson

- VIII. Director's Report Michael Blackwell
 - a. Informational
 - i. FY24 Budget Review
 - ii. Security update
 - 1. \$20,000/library for security button
 - 2. Requesting a new quote with different options

Administrative Offices
23630 Hayden Farm Lane
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- 3. Adding a security line into budget.
 - iii. Legislative update
 - iv. Asset Strategy presentation: any thoughts?
 - 1. Request that the presenters broadcast their screens.
 - 2. Background information not needed, please go straight to our accounts/funds performance.
 - 3. Cost structure concerns.
 - a. Asked J Walters to write that up so it can be addressed separately with Asset Strategy.
 - v. Public art project in Leonardtown Garden
 - 1. Installed sometime in the fall.
 - vi. Storywalk at Hall Library and Leonardtown Library
 - 1. At Hall it will be along the Three Notch Trail at Hall Library
 - 2. At Leon it will be in the Front Garden
 - 3. Donation/grant from Rotary Club.
 - 4. SMECO will help by drilling the post holes for the signs.
 - 5. Installation hopefully in April.
- b. Action Item
- i. 300 Years of Black Cooking request: Craig Sewell (virtual. 10:00 a.m.).
 - 1. Would the Board consider the opportunity to partner and reprint the book?
 - 2. The Board is interested in continuing the discussion and would like to get more information and specifics on this opportunity.
 - 3. The Board is invited to the premier of Craig's film on March 19 in Annapolis.
 - ii. MPIA request from a member of the public to the Trustees
 - 1. Request to see the HOOPLA contract.
 - 2. Corrections/Questions
 - a. Does anything need to be redacted.
 - i. No, but may redact the account number.
 - 3. Motion to Accept: J Walters
 - 4. Seconded: J Johnston
 - 5. Approved

IX. New Trustee Business

Michael Dunn

- a. Procurement process
 - i. Request to post on both eMMA and outside eMMA.
 - ii. Procurement level of \$15,000 and up.
 - 1. Request that policy says that we "follow state procurement policy."
 - 2. Review the state procurement to make sure it falls into the Libraries needs.
 - iii. Would like a 3-year plan for contracts.
 - iv. Concerns about the Board reviewing every contract.
- b. Revisit Performance Evaluation form
 - i. It is long and repetitive.
 - ii. Need a volunteer to review and propose edits.
 - 1. Ask next month or by email to the full Board.
 - 2. J Gwynn will come with a starting draft.
 - 3. MA Bowman will put a request to the MD Library listserv for other libraries Director review forms.
- c. Request to find out where the County is on the new urgent care center.
- d. MOU's with County 2014
 - i. Item 3 – the county will provide internet and phone and computers.
 - ii. Request information on how our wifi/phones work with county.
- e. J Walters propose the Board reviews last years audit to discuss any concerns.

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

Dates to remember:

- March 12: Budget work session, review of county departments (gives us some idea of trends)
- March 19: Budget work session, Library budget discussion
- April 9: Regional Board Retreat
- April 23: Public Budget Hearing

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