



St. Mary's County Board of Library Trustees Meeting  
10:00 A.M., May 17, 2021

Chesapeake Building and Virtual: Public meetings are now open to the public as long as social distancing guidelines can be maintained and the Commissioners' Meeting Room capacity limits do not exceed 32. Everyone in attendance must adhere to the social distancing guidelines and wear a mask at all times except when speaking, consuming food/drink or have a disability. Residents may listen to the meeting by calling 301-579-7236; access code: 963443#. The public is strongly encouraged to view the meeting remotely on Channel 95 and YouTube.

Members present James Hanley, Carolyn Guy, Sandra Hauenstein, Janice Walthour, John Walters, Michael Dunn.  
Absent: Tressa Setlak

Meeting called to order

- I. Establishing a Quorum
  - a. 1 member absent, quorum established.
- II. Approval of April 2021 minutes
  - a. Motion to accept minutes from previous meeting/seconded
  - b. Motion passed
  - c. Correction
    - i. Treasurer's report: working on getting John Walters access to accounts, not Jim Hanley/
- III. Virtual Meeting with David Saunders of Asset Strategies on OPEB Investments
  - a. Asset Strategies handles the Retirement Funds
  - b. Contracts – where are we?
    - i. Will send a proposal for a contract
    - ii. Asset Management is no longer a consultant for St. Mary's County
    - iii. Fee structure:
      1. We are under \$10 million
      2. Flat fee?
      3. Small cap active manager
        - a.
- IV. President's Report by Jim Hanley
  - a. Approval of EALs: 4/14/21 – 5/12/21
  - b. Motion to approve/seconded
  - c. Passed
- V. Treasurer's Report by Sandi Hauenstein
  - a. Still working on giving John Walters access to the accounts for review
  - b. Motion to accept report/seconded/passed.
- VI. SMRLA Report by Jim Hanley
  - a. Approval of RFID project
- VII. Director's Report by Michael Blackwell
  - a. Informational
  - b. Budget review
    - i. Accounts in negative
      1. Admin health insurance
        - a. Moved IT staff to Admin

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



2. Phones
    - a. Moved from independent systems to County systems-costs involved in move
  3. Water/Trash
    - a. Increase in costs
  4. Heating costs
    - a. Increase in gas costs
  5. Office Supplies
    - a. Due to PPE
- ii. Questions
    1. Any significant expenses coming
      - a. No-spending down the materials budget
    2. F & E budget
      - a. Expenses for new library
    3. Costs of electricity for Lexi
      - a. Covers air, computers, etc. Not above normal
  - iii. Budget request to County
    1. Increase utilities for Leon
    2. 2% increase salaries
    3. State- additional \$24,000 from last year.
    4. Budget will be created for approval at June meeting
    5. Question on the table for June- COL increase
- c. Legislative Session Update
    - i. Increase in capital funds
    - ii. Digital content legislation – still on Governor's desk
    - iii. Legislation for next year
      1. Request for increase in state funding
      2. Request for increase in public library funding legislation continuation
  - d. Reopening update
    - i. Quarantining
      1. Discontinue quarantining of materials
      2. Clean out meeting rooms to open in July
        - a. Cleaning supplies provided.
    - ii. Governor/County changed mask mandate
      1. Staff will continue to mask
      2. Children not vaccinated
      3. Optional for patrons to mask
        - a. Avoid issues between patrons and staff
      4. Questions
        - a. Are staff at 100% vaccination
          - i. No, a couple staff have medical exemptions.
        - b. Why wait to July for meeting room openings?
          - i. Need to clear out rooms, set up reservations system
    - iii. Adult programming
      1. More successful online
        - a. May offer hybrid
        - b. Author visit online – 500 attendees
    - iv. Children's program

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- 1. Outdoor program starting soon
- v. Questions about reopening
  - 1. Things to look at – how will lessons learned carryover to the new normal
  - 2. Time of transition for libraries across the country
- e. RFID update
  - i. Radio Frequency Identification
    - 1. Allows check-in/out in mass
    - 2. Better inventory
    - 3. Will take time to complete application
      - a. Working with SMRLA on implementation
- f. 3 New Little Free Libraries
  - i. Health clinics in schools
    - 1. Added a free library to health clinics
  - ii. Community corrections center opening
    - 1. Added a free library to new center
- g. ARPA Grants Update
  - i. American Rescue Plan
    - 1. Due at end of May
      - a. Submitting 3 grant requests
        - i. External programming site at Hall
        - ii. Set up new drive through for Lexington Park
          - 1. Changes traffic flow
            - a. Makes it safer in the parking lot
        - iii. Mobile Library
          - 1. Working with a consultant
          - 2. Consultant will do RFP
          - 3. Save money by paying 50% upfront
            - a. Reimbursed by grant immediately
          - 4. Van will have its own wifi network
          - 5. Walk on vehicle – 28 ft long
            - a. Don't need commercial license
          - 6. Need power source for vehicle
            - a. Leonardtown option
            - b. Lexington Park option
          - 7. Programs provided from van
            - a. Children's programs
            - b. Maker space
          - 8. Staff of 2
          - 9. Partnership with community organizations
          - 10. Diesel
          - 11. 2 doors – with handicap entrance
          - 12. Skylights
          - 13. Exterior with logo
          - 14. Generator or battery or hybrid system
          - 15. External screen
          - 16. Security and camera system
          - 17. Modular system inside for various uses
          - 18. Computer/printer options

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2. Questions

- a. Mobile library will increase our costs in the future
- b. Is grant a given
  - i. No- have strong grant request
- c. Are we leaning on a specific chasie
  - i. Custom-specific companies make them
- d. Diesel-is there diesel maintenance in county
  - i. Yes
- e. Do we need to go through eMaryland marketplace for RFP
  - i. No
- f. What if we get less than needed for project-community involvement in fundraising.
  - i. There are options if we get some funding but not all funding.

VIII. Action items

IX. Policy Review

- a. Change in dress policy – jeans allowed
- b. Moved, seconded, passed

X. Budget line transfers

- a. Transfer from:
  - i. Legal Services - \$5,000
  - ii. Staff Development - \$5,000
  - iii. Contracts- \$10,000
- b. Raise negative and low funds balances to cover last months of fiscal year.
  - i. Leon Telephone
  - ii. Hall Telephone
  - iii. Lexi Water/Sewer/Trash
  - iv. Leon Water/Sewer/Trash
  - v. Lexi Gas
  - vi. Leon Heating
  - vii. F&E
  - viii. Office Supplies
  - ix. Admin Health
- c. Motion, seconded, passed

XI. Contract with Asset Strategies

- a. Tabled for June meeting.

XII. Dates to remember:

- County Budget Meeting: Final Appropriations, May 18, 1:30 p.m
- Next Meeting: **June 21, 2021: Chesapeake Building and Virtual/Telephone**

XIII. Janice Walthour

- a. Community information
  - i. Planning school fair with library
    - 1. Lancaster Park-in person

XIV. Meeting Adjourned

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