



**St. Mary's County Board of Library Trustees Meeting  
9:30 AM Friday, November 15, 2024  
Lexington Park Library**

The public may attend the meetings but should ask ahead of time 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, John Walters, John Johnston, Sharon Fitzsimmons
  - b. Michael Dunn voting for Tressa Setlak by proxy
  - c. Absent: Tressa Setlak and Dorothy Waters
  
- II. Approval of agenda
  - a. Changes/additions: None
  - b. Motion to Accept: J Gwynn
  - c. Seconded: J Walters
  - d. Approved
  
- III. Approval of October 2024 minutes
  - a. Motion to Accept: J Gwynn
  - b. Seconded: J Johnston
  - c. Approved
  
- IV. President's Report Michael Dunn
  - a. Approval of Monthly Expense Ledger: 10/1/2024-10/31/2024
    - i. Motion to Accept: J Gwynn
    - ii. Seconded: S Fitzsimmons
    - iii. Questions:
      1. J Walters – Author visit – who was the author, what was the presentation and was it multiple visits?
        1. The author was Nnedi Okorafor who has won every science fiction and fantasy award possible to win. We collaborated with Maryland Libraries Together, Calvert Library and Howard County Library to put the program on. Largest author we have had since Tom Clancy in the 80s. She came here on a discount and the other libraries contributed to the cost. The program was broadcast to the State via Zoom.
      2. J Walters – Waste Management – is that a monthly or quarterly cost?
        1. monthly
      3. J Walters – SMRLA Hall Utilities – Is that the new trash company?
        - a. Maybe, SMRLA bills for electric, trash, or water and usually bills them together.
  - iv. Approved
  
- V. Treasurer's Report
  - a. Quarterly Report—next given in January 2025
  
- VI. SMRLA Report John Johnston
  - a. Pre-bid conference on October 24 for a vendor for the RFP for strategic planning. Evaluation ends November 21st. Anticipate awarding the contract on December 12<sup>th</sup>.
  - b. Attended the Citizens for Maryland Libraries annual conference on November 2<sup>nd</sup> at the Bowie Library. Keynote was Lisa Varga from the Virginia Library Association and she spoke about Censorship. Met the Calvert Library Director.

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VII. Celebrations:

- a. Hip Hip Hoorays – Leonardtown Collection Shift; Amy Ford & Belinda Lloyd-Restroom Clean-up

VIII. Director's Report

Michael Blackwell

a. Informational

i. FY25 Budget Review

- 1. Personnel – we are at 30%
- 2. Health insurance – everyone is a bit over at everywhere except Leonardtown
- 3. M Dunn – Health Clinic Admin Fees – is that a bill that we get in one lump sum?
  - a. We should be getting a health refund of about \$30,000 and that will pay for the Health Clinic Admin Fee.
  - b. J. Gwynn – When will we be billed? Is it a flat fee or is it a percentage? It is a percentage of our employees that have health insurance. When will it be billed? We don't know. Our guess is it will be around the time that we receive the refund.
  - c. J Walters -How are they staying afloat? The County paid for the clinic and we will pay them back.
  - d. We will need to investigate if our staff are using it. And if we want to continue with it.
  - e. Lexington Park and Leonardtown are over in electric costs.

ii. Report from Asset Strategy

iii. FY25 Budget Review Continued

- 1. Concerned about the Circulation budget only being spent 25%. We should have spent at least 33% of the budget at this point. We need to escalate our book orders
  - a. Brittany Cornish is now in charge of collection development and this is actually better than previous years
  - b. There is an issue with our vendor, Ingram, which has delayed the shipping of items and therefore we have not been billed for items that have been ordered.
- 2. Digital collection is largely spent but that is not unusual.
- 3. J Gwynn – Mobile Library – can we break out the salaries for the mobile library? We can't break it out this fiscal year due to it needing a new accounting line in our general ledger. We can give the Board the cost of salaries for the mobile branch easily without breaking it out in the budget.
- 4. We made the first payment on the AV upgrade
- 5. New term for "fund balance" on our budget review will be "unassigned fund balance" because the term "fund balance" is used differently in the audit.

iv. OPEB Actuarial Statement reviewed

- v. Fine free in Maryland update – As of July 1<sup>st</sup>, St. Mary's County Library will be the only library in Maryland collecting fines. We will present a FY26 budget that doesn't include fines. We collected about \$19,000 in fines in FY24. This is about what we are saving by changing payroll companies.
- vi. Lexington Park Security Update – Cameras in parking lot need to be replaced with more advanced cameras. It would cost about \$42,000 to upgrade the cameras and increase lighting. We have support for this from the Sheriff. We are investigating grant opportunities and other ways to pay for this upgrade. We will consider doing these security enhancements at Charlotte Hall and Leonardtown in the future as well.

b. Action Items

i. FY 24 Audit Document

- 1. Motion to accept with page 28 dental coverage updated by SB& Company
- 2. Motion: J Gwynn
- 3. Seconded: J Walters
- 4. Approved

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- ii. Audit related actions
  - 1. FY24 Budget Review
  - 2. FY24 Profit & Loss Statement
  - 3. FY24 Budget Amendment 240630
    - 1. Motion: J Johnson
    - 2. Seconded: J Gwynn
    - 3. Approved.
  - 4. FY24 Budget with budget amendments
  - 5. Presentation from SB & Company auditors
- iii. Updated policies for Maryland Freedom -To- Read Act
  - 1. Pushed to December due to time

IX. New Trustee Business

Michael Dunn

X. Closed session—Certain Investments of Public Funds

Next Meeting: December 13, Leonardtown Library

Dates to remember: Truth and Reconciliation Program, November 16; First Budget Work Session, November 19; Libraries closed on Nov. 28-29; Staff Day: Dec. 6;

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