Chesapeake Building and Virtual: We meet in the Commissioners’ Room of Chesapeake Building. Residents may however listen to the meeting by calling 301-579-7236; access code: 963443#. The public is encouraged to view the meeting remotely on Channel 95 and YouTube: https://www.youtube.com/channel/UCcDK2_sISdnSnxDKWVJU7JQ.

I. Call to Order, Establish Quorum
   a. Present: Janice Walthour, Sandi Hauenstein, Jim Hanley, John Walters, Carolyn Guy, Tressa Setlak
   b. Absent: Michael Dunn

II. Approval of November 2021 minutes
   a. Motion to accept
   b. Seconded
   c. Question on missing info on investments
   d. Passed

III. Report from David Saunders of Asset Strategy and discussion/action on OPEB investments
   a. Previously discussed making change in small cap
      i. Discussion of Palisades Investment, Davenport Small Cap, Fuller & Thaler Small Cap options
      ii. Motion to accept Fuller & Thaler Small-Cap Equity fund
         1. Seconded
         2. Passed
   b. Fixed Income Allocation
      i. Discussion of Western Asset, MetWest and Loomis Sayles options
      ii. MetWest Total Return or Western Asset Core Plus
         1. Motion to accept MetWest
         2. Seconded
         3. Motion retracted
         4. Motion to consolidate Lord Abbott, Vanguard High Yield, Schwab US Aggregate to MetWest
         5. Seconded
         6. Passed
   c. International Allocation
      ii. Motion to consolidate the Schwab International & Emerging Markets and Schwab International into MFS International
         1. Motion to accept
         2. Seconded
         3. Passed
   d. Does Asset Management have a more comparable pool that the Library can be in.

IV. President’s Report
   a. Approval of EALs: 11/13/21 – 12/16/21
      i. Motion to accept
      ii. Seconded
iii. Questions
   1. What are the bills to SMRLA?
      a. Utilities – bill split 45%/55%
iv. Passed

V. Treasurer’s Report Sandi Hauenstein
   a. Requesting a trustee take over as Treasurer until the transfer of funds to the Foundation is accomplished.
   b. PNC Balance of $610.00, account closed on December 3, 2021 and forwarded to Vanguard for Investment in Rudolph.
      i. Move to accept to report
      ii. Seconded
      iii. Passed

VI. SMRLA Report Jim Hanley
   a. No meeting in December
   b. Dec 1 meeting with State Library Board
      i. Waiting for results of proposed revision to the law

VII. Director’s Report Michael Blackwell
   a. Celebrations
      i. Hip Hip Hoorays Employees will be thanked for Completing LATI, reacting well in medical crisis situations, and organizing Staff Day
      ii. Thank you to Outgoing Trustees
      iii. Naming Rights
         ▪ Carolyn Guy will be honored by the naming of a study room for her.
   b. Informational
      i. Budget
      ii. AAP lawsuit on Maryland Digital Content Law
      iii. New Library Trustees
         ▪ Tom Russell
         ▪ John Johnson
   iv. Capital funding requests
      ▪ Concern from a Commissioner for state of Lexington Park Library
      ▪ Commissioned architectural firm to evaluate the facility
      ▪ Submitted to Commissioners
         ▪ Another Commissioner was concerned that Charlotte Hall Library could be included
      ▪ Facility Master Study is being completed for all three branches
         ▪ Grant funded
      ▪ Requesting approval from Board to make funding requests
         ▪ Motion to accept
         ▪ Seconded
         ▪ Passed
   c. Action items
      i. OPEB Investments (handled above)
      ii. Health Care Refund—what if anything to do with money?
• Motion to transfer $31,000 from health care refund to OPEB account
  • Seconded
  • passed

iii. FY21 Audit: Approval of final draft
  • Question page 23 – wording issue
  • Motion to accept audit
  • 1 Nay
  • Passed

iv. Continuation of COVID Policies
  • Would like to continue offering admin leave as needed to protect against covid
  • Motion to accept continuation
  • Seconded
  • Passed

v. 1% COLA for employees beginning January 1
  • Move to accept COLA for Jan 1 2022
  • Seconded
  • Question – is it continuation?
    • Yes
  • 1 Nay
  • Motion passed

vi. FY 2023 Budget Submission
  • Requesting 2 positions for Mobile Library
  • Options
    • 1% COLA
    • 1% COLA & Step
    • 2% COLA
    • 6% COLA
  • County has given 3 years of double COLA and double Steps that did not include the Library
  • Comparison to Charles and Calvert, St. Mary’s salaries are below both other counties. We don’t compete with fast food market right not due to inflation.
  • State wide salary study will be complete in April 2022
  • Need approval on what the Library can request from the County budget meeting.
  • Move request 1% COLA and Prorated Step
    • Seconded
    • passed

VIII. Executive Session—Personnel
  a. Motion to close the meeting
  b. Seconded
  c. passed
  d. Library Director Assessment
  e. Trustee Officers

Next Meeting: January 10, 2022: Chesapeake Building and Virtual/Telephone

Dates to remember: Library closed on Dec. 24, 25, 31 and January 1