



**St. Mary's County Board of Library Trustees Meeting
10:00 A.M., December 20, 2021**

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_siSdnSnxDKWVtU7JQ.

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
 - i. Discussion of BlackRock International, MFS International, Goldman Sachs International, Hartford Schroders International options
 - 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 Jim Hanley

- a. Approval of EALs: 11/13/21 – 12/16/21
 - i. Motion to accept
 - ii. Seconded

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



- 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?

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



- 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

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