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_slSdnSnxDKVVIJ7JQ.

I. Call to Order, Establish Quorum
   a. Present: Janice Walthour, Jim Hanley, Michael Dunn, John Johnston, John Walters
   b. Absent: Tom Russell, Tressa Setlak

II. Approval of February 2022 minutes
   a. Motion to accept
   b. Seconded
   c. Approved

III. President’s Report
   a. Approval of EALs: 2/12/2022-3/15/2022
      i. Motion to accept
      ii. Seconded
      iii. Approved

IV. Treasurer’s Report
   a. Reaching out to all financial institutions in St. Mary’s County
      i. No one can uptake the Vanguard VFIMX
      ii. Recommended path
         1. Foundation could open a brokerage account
         2. Liquidate Vanguards
         3. Transfer funds to brokerage account owned by Foundation
         4. Foundation needs to discuss the options.
         5. Update next month

V. SMRLA Report
   a. Corporate Meeting
      i. New members approved
      ii. State Librarian spoke of new laws

VI. Director’s Report
   a. Celebrations: Hip Hip Hoorays: Catherine DiCristofaro, Tess Goldwasser, Andie Tydings
   b. Informational
      i. Budget
         1. Large increase in donations?
            a. FOL donation of $40,000
      ii. Ebook law update
         1. A number of new states have added ebook laws
         2. Waiting on legal outcome of Maryland ebook case
      iii. FOL Update
1. Book Sale April 1 & 2, first one since 2019.
2. At Fairgrounds
3. Question
   a. Covid precautions
      i. Masks suggested, but no County mandate.
   b. How to become a member of FOL
      i. Stmalib.org website, link to FOL, join for $15.00/year
      ii. Members get early entry to book sale.
iv. Budget Hearing tomorrow
   1. Board members invited to attend as support
   2. Library FY23 budget request
      a. Minimum wage increase
      b. Step increase
      c. COLA increase
      d. 2 new FTE’s for mobile library
      e. State funding will be down for FY23
v. Moving away from COVID—schedule
   1. April-going to in-person and hybrid adult and teen events, in-person children’s
      storytime events outside
   2. Summertime – in-person storytime and Summer Reading Program.
b. Action items
   i. Budget amendment
      1. Motion to accept
      2. Seconded
      3. Approved
   ii. WMS MOU & Hourly Retainer
      1. Library/Board attorney-Joshua Brewster
         a. Now associated with a law firm which requires a new MOU and hour
            rate.
      2. Motion to accept
      3. Seconded
      4. Questions
         a. Would like more precise wording
         b. Concerns will be provided via email and passed to the firm.
         c. Are there any conflicts of interests with this law firm?
      5. Will bring back next month
   iii. Exempt/Non-Exempt Overtime Policy
      1. Question on compensatory time
      2. Motion to accept
      3. Seconded
      4. Approved
   iv. Bereavement Leave
      1. Motion to accept
      2. Seconded
      3. Approved
   v. Materials Selection and Reconsideration Policy
      1. Motion to accept
2. Seconded
3. Approved
4. Questions
   a. Appreciate Mary Anne’s work and changes put into this.

vi. Volunteer Guidelines
1. Making clear the state laws on what a volunteer can not do.
2. Motion to accept
3. Seconded
4. Approved

vii. FMLA Policy
1. Motion to accept
2. Seconded
3. Approved

viii. Fabrication Specialist Plaque for Carolyn Guy Dedication
1. Considering paying from Trustee money
2. Motion to accept
3. Seconded
4. Approved
5. Questions
   a. Concerns about how to pay from the current funds

ix. Director Assessment Form
1. In the past an appraisal form has been used to evaluate the Director
2. During COVID a different process was initiated.
3. Requests have been made by Board members to return to an appraisal form.
4. Michael Dunn will lead the creation of a new assessment form to be completed before the next assessment at the end of the year.
5. Goals- Michael Dunn
   a. Consistency
   b. Ease of participation and input by all Board members
   c. Performance evaluated by benchmarks from job description and expectations

x. Library will be closed March 23 due to county electrical work.
   c. How will determination be made to continue or not continue virtually.
      i. Joint decision between Board and county
   d. Questions
      i. Foundation meeting on Wednesday, March 23 will be on zoom due to Library closing.
      ii. Transfer to Schwab-what did they do with these funds
         1. Jim will check with Schwab
         2. Brokerage or fee based?
      iii. What kind of CPR training do our staff have?
         1. CPR & First aid is recommended by not required
            a. Working on getting everyone recertified
         2. We had Narcan training in 2021
         3. We also have mental health first aid training for our staff
      iv. How is diversity audit going?
         1. Going well
         2. Preliminary results show us as above average
         3. Waiting to compare to state and national level
VII. Meeting Adjourned

Next Meeting: April 18, 2022: Chesapeake Building (and Possibly Virtual)

Dates to remember: March 22: Budget Hearing (1:30 p.m. Chesapeake Building); March 23 (Leonardtown Closed for the day); April 1-3: FOL Booksale (Fairgrounds; 12-8, 10-5, 12-4); State of the Schools (April 7); Legislative Luncheon (April 19)