



St. Mary's County Board of Library Trustees Meeting
10:00 A.M., November 15, 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**
 - a. Present: Janice Walthour, Sandi Hauenstein, Jim Hanley, John Walters, Michael Dunn, Carolyn Guy, Tressa Setlak
 - b. Absent:

- II. Approval of October 2021 minutes**
 - a. Motion to accept
 - b. Seconded
 - c. Passed

- III. President's Report** Jim Hanley
 - a. Approval of EALs: 10/19/21 – 11/12/21
 - i. Motion to accept
 - ii. Seconded
 - iii. Questions
 - 1. ECAC funded Maryland Coalition of Families
 - iv. passed

- IV. Treasurer's Report** Sandi Hauenstein
 - a. No report

- V. SMRLA Report** Jim Hanley
 - a. Working on projects through 2025
 - b. Discussed new laws that will be discussed on Dec 1 meeting
 - i. Question – what is impact of laws
 - 1. State would be responsible for placement of members to the regional boards (SMRLA)

- VI. Director's Report** Michael Blackwell
 - a. Celebrations:
 - i. Hip Hip Hoorays: Nicole Bega, Elizabeth Davis, John Guadalajara, Tammy Jones, Robert Palmer, Jeff Stainbrook; Jeff Powers, Timothy Beers
 - b. Informational
 - i. Budget review
 - 1. Questions
 - a. FSA
 - i. Why – large bill for compliance testing at beginning of FY
 - b. Contracts
 - i. Will need to do an adjustment due to an unplanned bill from Unique who billed for 18 months (during pandemic) that they had held the bills.
 - ii. RFID Update

Administrative Offices
23630 Hayden Farm Lane
Leonardtown, MD 20650
301-475-2151
FAX: 301-884-4415
info@stmalib.org

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37600 New Market Road
Charlotte Hall, MD 20622
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Lexington Park Library
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- iii. Programming update: In-person events
 - 1. Some in-person in January
 - 2. March 2022 integrate younger 0-5 (unvaccinated)
- iv. Telehealth Partnership
 - 1. Telehealth booth at Charlotte Hall and Lexington Park
 - a. Staffed by Health department
- v. Federal Queries on Library Digital Content
- vi. Initial Salary Increase Exploration
 - 1. Looking into salary increase due to high competition for employees and rising salaries across the county
- vii. Trustee Interviews
- c. Action items
 - i. FY21 Audit: Meet with SB & Company reps to ask questions
 - 1. Final audit report will be ready by next meeting.
 - ii. Transfer Board Funds to Foundation?
 - 1. Vanguard funds set up using donations over time.
 - 2. Believed the Rudolph fund was set up individually, but not true, pulled from larger fund to pay for interns.
 - 3. No requirements attached to either funds.
 - 4. Motion to transfer funds to the foundation for use of the library
 - a. Questions
 - i. Will the Foundation pay the Intern costs-yes
 - ii. General Info
 - 1. General Fund
 - 2. Rudolph Fund - \$17,000-18,000 for Intern
 - a. Pay for intern from dividends earned prior year
 - b. Remaining cost of intern paid from general fund.
 - 3. Memorandum of Understanding between Board and Foundation.
 - a. Asking to continue to support Intern
 - b. Transferring the rest without limitations
 - b. Vote to include MOU
 - c. Motion carries
 - 5. Treasurer role
 - a. Recommend leaving position vacant, not eliminating position.
 - 6. Next step
 - a. Foundation setting up Vanguard account
 - b. Transferring the funds
 - c. Timeline tight to complete before Sandi completes Board membership

Next Meeting: December 20, 2021: Chesapeake Building and Virtual/Telephone

Dates to remember: November 22--Trustee Nominations due to County; December 10—Staff Day

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