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_sLSdnSnxDKWvIUTJQ.

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. 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
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.
      vi. 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