St. Mary's County Board of Library Trustees Meeting
10:00 A.M., October 18, 2021, 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_sISdnSnxDKWVLU7JQ.

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

II. Approval of September 2021 minutes
a. Motion to accept
b. Seconded
c. Passed

III. President’s Report - Jim Hanley
a. Approval of EALs: 9/18/21 – 10/15/21
   i. Motion to accept
   ii. Seconded
   iii. Questions
      1. SMRLA for water/swere trash
         a. SMRLA pays for bills, we reimburse SMRLA
      2. Tech Logic
         a. Paid 50% of contract in 2 installments
      3. Why check for foundation
         a. Check made out incorrectly
   iv. Passed

IV. Treasurer’s Report, with next year’s draft budget; Close Trustee PNC account? - Sandi Hauenstein
a. Close PNC checking account
   i. Rudolph Account-memorial
   ii. Vanguard Account
   iii. Motion to transfer funds from PNC to Rudolph account, close PNC
   iv. Seconded
   v. Passed
b. Trustees have Vanguard account – used to fund different expenses
   i. $3750.00 to Programs
   ii. For 2022 recommendations
      1. $2000 intern
      2. $2500 Programs
      3. $250 Board expenses
   iii. Motion to accept recommendations
   iv. Seconded
   v. Passed
c. Quarterly review of books for Board by Askey, Askey
V. SMRLA Report - Jim Hanley

VI. Director’s Report - Michael Blackwell
a. Celebrations:
   i. Hip Hip Hoorays: Tess Goldwasser
b. Informational
   i. Budget review
      • Questions
         • Leon salaries typo: 161,341
         • Insurance-who is the insurance company, do we bid out
   ii. Quarterly statistics review
      • Up from last year, but still down from pre-pandemic numbers
   iii. Audit update
   iv. Legislative update: 3 bills sought
v. Mobile library update
vi. Library board meeting dates, 2022

c. Action items
   i. FY2021 Final Budget Amendment
      • Request to approve budget amendments
      • Motion to accept
      • Second
      • passed
   ii. Holiday 2022 closure dates
      • Motion to approve
      • Seconded
      • Question
         • Board meeting scheduled on Juneteenth holiday
         • Will change board meeting
      • Passed
   iii. Audit
      • Need more time to review the final audit report
      • Will discuss in November
      • Trustees who wish to raise questions about the audit should communicate those questions to President Jim Hanley before the November Meeting

Next Meeting: November 15, 2021: Chesapeake Building and Virtual/Telephone

Dates to remember: November 5 (5 PM): Deadline for Trustee Applications; November 22: Trustee Candidates ranking due to county