



**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\\_siSdnSnxDKWvtU7JQ](https://www.youtube.com/channel/UCcDK2_siSdnSnxDKWvtU7JQ) .

**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

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  
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301-884-2211  
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Lexington Park Library  
21677 FDR Blvd  
Lexington Park, MD 20653  
301-863-8188  
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lexi.manager@stmalib.org



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**

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