



**St. Mary's County Board of Library Trustees Meeting  
10:00 A.M., September 20, 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, Tresa Setlak, Michael Dunn
- b. Absent: Carolyn Guy

**II. Approval of August 2021 minutes**

- a. Motion to accept
- b. Seconded
- c. Change
  - i. Section 4 \$856.66
- d. passed

**III. President's Report Jim Hanley**

- a. approval of EALs: 8/14/21 – 9/17/21
  - i. motion to accept
  - ii. seconded
  - iii. Questions
    - 1. How do we pay custodians?
  - iv. passed

**IV. Treasurer's Report Sandi Hauenstein**

- a. Quarterly report 1<sup>st</sup> qtr FY2022/ 3<sup>rd</sup> qtr calendar year 2021
- b. Motion to accept
- c. Seconded
- d. passed

**V. SMRLA Report Jim Hanley**

- a. RFID project - \$14,000 from state for project
- b. SMRLA filled 2 vacancies

**VI. Director's Report: Michael Blackwell**

- a. Celebrations:
  - i. 10 Year Anniversary: Kathy Faubion (Lexi)
  - ii. Hip Hip Hoorays: Amy Dickinson (2), Elizabeth Davis, Tess Goldwasser, Kit Kirchofer, Sean Nodland, Helen Krissoff, A.M. Dillon
- b. Informational
  - i. Budget review:
    - 1. Contracts budget has already gone negative
      - a. Received an unexpected bill for prior 14 months during COVID.

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

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Charlotte Hall, MD 20622  
301-884-2211  
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21677 FDR Blvd  
Lexington Park, MD 20653  
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2. Questions
    - a. Where is intern line item
      - i. It is paid by Board, appears on Board budget
  - ii. Audit Update
    1. Working with auditors and accountants. Few outstanding items and then waiting for draft.
    2. Question: do we RFP for auditors
      - a. We go with County auditors for a price reduction
  - iii. Sundays Update
    1. Still trying to get cleaning done on Saturday night or Sunday morning. Have not gotten County approval.
    2. Short staffed for Sunday's at the moment, will need to re-think how to staff Sunday's.
  - iv. FOL and Foundation Update
    1. Fundraiser by Old Towne Pub was successful
    2. Was planning an in-person event, but may have to cancel due to COVID
    3. Possible a mailing campaign
    4. FOL hoping to do book sale in the spring
    5. Having success with online book sales
      - a. Sandi had great success with their online sales.
    6. Working on providing/working with the Literacy Council for underserved population.
  - v. Legislative Update
    1. Maryland: action to ensure continued funding increases
      - a. Annual increases for libraries expires this fiscal year
    2. ALA Webinar on October 13<sup>th</sup> on digital content
    3. Trialing the ebook app "Palace"
  - vi. COVID Update
    1. Leonardtown closure – buildings are safe. Staff had *possible* exposure and closed out of abundance of caution. All staff tested negative.
    2. When family members have symptoms/test positive, employees telework when possible and follow guidelines to return to work
    3. Masks are mandated for staff.
    4. No workplace transmissions have occurred
- c. Action items
- i. Approval of RFP Response for Mobile Library from TechOP's
    1. Only one response
      - a. Maryland company
      - b. Consultant accepts RFP as reasonable
    2. Request for Board to approve the RFP
      - a. Primarily grant funded with fundraising
      - b. Motion to accept RFP
      - c. Seconded
      - d. Comments
        - i. Payment terms
        - ii. We front money, state reimburses
      - e. Motion passes

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- ii. Investment Policy-ready for Investment Strategy?
  - 1. Policy was reviewed by attorney for legal issues
  - 2. Motion to accept policy with recent changes
  - 3. Seconded
  - 4. Comments
    - a. Page 1 Scope of responsibility
    - b. Page 2 funds traded electronically if viable
    - c. Library investment in mutual funds
    - d. 5 preferably 10, why?
      - i. Motion to amend the motion on the table to change to 10 minimum and include corporate income
      - ii. No second
      - iii. Motion denied
    - e. Called for the question
    - f. Under asset allocation
      - i. Different numbers
    - g. Called for vote
      - i. One opposed
      - ii. Motion carries
  - 5. Will send to Asset Strategies for approval
- iii. Extension of Fine Exempt Status
  - 1. Fine extension of employees that did not retire to long term employees.
  - 2. Extend fines for employees that have been with library for 10 years
  - 3. Motion
  - 4. Seconded
  - 5. Passed

- VII. Closed Session
  - a. Personnel
    - i. Motion to Close and Vote
      - 1. Motion to close at 11:05am
      - 2. Seconded
      - 3. passed
    - ii. Written Statement of Closure

**Next Meeting: October 18, 2021: Chesapeake Building and Virtual/Telephone**

**Dates to remember: September 21 (11:30-1:30), State of the County; October 4 (11 a.m.), One Maryland, One Book (virtual)**

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