

**Southern Maryland Regional Library Association, Inc.**

**Board of Trustees Meeting**

**June 13, 2023**

Mr. Crupi, the President of the Board, called the meeting of the Board of Trustees of the Southern Maryland Regional Library Association, Inc. to order at 1:02 p.m. This meeting was virtual via Zoom.

Members present: Mr. Crupi, Ms. Darby, Ms. Grahame, Mr. Johnston, Ms. Vaira, Ms. Wells

Members absent:

Also present: Mrs. Teagle

**CLOSED SESSION**

Motion made by Ms. Grahame to enter into a closed session by statutory authority under Article 3-305(b)(1) so the Board of Trustees could discuss and vote on SMRLA's organization chart, position descriptions, and FY 2024 pay scale. Seconded by Ms. Vaira. Motion carried. Entered into closed session at 1:03 p.m.

Members present for the closed session were: Mr. Crupi, Ms. Darby, Ms. Grahame, Mr. Johnston, Ms. Vaira, Ms. Wells

Members absent:

There was a discussion about the organization chart and noting "proposed" on the chart for future positions that are not currently being filled. Ms. Vaira made a motion to approve the organization chart with the changes proposed. Mr. Johnston seconded. Motion passed.

There was a discussion about a proposed position description and redundancy in the position description. Mr. Crupi requested the position description in Microsoft Word to make additional changes. Ms. Wells made a motion to approve the position description and position grade pending further revision. Ms. Vaira seconded. Motion passed.

There was a discussion about a position changing grades and re-evaluating the position grade at the July 11, 2024 meeting. There was also discussion about the educational requirements for the position in comparison to the position's supervisor. After further discussion, Ms. Darby made a motion to move this position to a new grade. Seconded by Ms. Wells. Motion passed.

There was a discussion about the FY 2024 pay scale and concerns about the salary study. Mr. Crupi excused Mrs. Teagle at 1:38 p.m. to discuss the salary study and instructed her to return at 1:50 p.m. Mrs. Teagle returned at approximately 1:51 p.m. to the virtual call and Mr. Crupi requested she give the Board another five minutes for their discussion. Mrs. Teagle joined the meeting again at approximately 1:56 p.m. and was asked to give the Board more time. Mrs. Teagle provided her cell phone number so she could be called back to the meeting.

Ms. Wells relayed the following minutes during Mrs. Teagle's absence from the meeting:

*Ms. Darby made a motion to approve a COLA. Seconded by Mr. Johnston. Motion passed.*

*Ms. Wells made a motion to give a COLA and a merit increase to an employee for FY 2024. Seconded by Ms. Grahame. Motion passed.*

At 2:09 p.m., Mrs. Teagle returned to the meeting.

Mr. Crupi requested Mrs. Teagle research if there are limitations on staff salaries in Maryland statute.

Ms. Wells asked for clarification on the motions made.

Motion made by Ms. Darby to adjourn the closed session at 2:19 p.m. Seconded by Ms. Grahame. Motion carried.

### **ADJOURNMENT**

Motion made by Mr. Crupi to adjourn meeting at 2:19 p.m. a.m. Seconded by Ms. Wells. Motion carried.

The next regularly scheduled meeting of the Board of Trustees is **Tuesday, July 11, 2023 at 5:00 p.m.**

Respectfully submitted,

Ashley Teagle