

Southern Maryland Regional Library Association, Inc.
Board of Trustees Meeting
December 12, 2023
Minutes

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 4:03 p.m. This meeting was virtual via Zoom.

Members present: Mr. Crupi, Mr. Johnston, Ms. Vaira, and Ms. Wells

Members absent:

Also present: Ms. Teagle, Ms. Phetteplace, Ms. McGinley from Jackson Lewis, Mr. Volland

APPROVAL OF MINUTES

Mr. Crupi asked for approval of the October 10, 2023 minutes. Ms. Wells made a motion to approve the minutes as corrected. Seconded by Ms. Vaira. Motion carried.

CEO REPORT

Ms. Teagle reviewed the CEO report.

FINANCIAL REPORT

Ms. Teagle reviewed the financial report.

NEW BUSINESS

EMPLOYEE HANDBOOK

Ms. McGinley an attorney from Jackson Lewis reviewed significant changes to our employee handbook. Ms. Vaira made a motion to approve the revised handbook. Seconded by Ms. Wells. Motion carried.

HYBRID/REMOTE WORK AGREEMENT

Ms. McGinley reviewed the hybrid/remote work agreement. Motion made by Ms. Wells to approve the hybrid/remote work agreement. Seconded by Mr. Johnston. Motion carried.

EDI PLAN

Ms. Teagle reviewed the EDI plan. Motion made by Ms. Vaira to accept the EDI plan as presented. Seconded by Mr. Johnston. Motion carried.

REAFFIRM BOARD VOTES JULY - OCTOBER 2023

The board reaffirmed all board votes as recorded below.

Original Motions	Motion made to Reaffirm the original motion by:	Seconded by	Motion Carried
August 8, 2023 Meeting Motions to be Reaffirmed			
Mr. Crupi asked for approval of the June 13, 2023 minutes. Ms. Wells made a motion to approve the minutes. Seconded by Mr. Johnston. Motion carried.	Ms. Wells	Mr. Johnston	Motion Carried
Ms. Wells made a motion to accept the 403(b) investment policy as presented. Seconded by Ms. Vaira. Motion passed.	Ms. Wells	Ms. Vaira	Motion Carried
Ms. Vaira made a motion to accept the RHRA investment policy as presented. Seconded by Ms. Wells. Motion passed.	Ms. Vaira	Ms. Wells	Motion Carried
Motion made by Ms. Wells to close SMRLA on 9-29-23 for a staff day. Seconded by Ms. Darby. Motion carried.	Ms. Wells	Mr. Crupi	Motion Carried
CLOSED SESSION			
Motion made by Mr. Crupi to enter into a closed session by statutory authority under Article 3-305(b)(1) to discuss performance of employee. Seconded by Mr. Johnston. Motion carried. Entered into closed session at 6:36 p.m.	Mr. Crupi	Mr. Johnston	Motion Carried
Motion made by Ms. Darby to adjourn the closed session at 6:44 p.m. Seconded by Ms. Vaira. Motion carried.	Ms. Wells	Ms. Vaira	Motion Carried
Motion made by Ms. Darby to enter regular session at 6:44 p.m. Seconded by Ms. Vaira. Motion carried.	Ms. Wells	Ms. Vaira	Motion Carried
Action Taken: A one time performance award will be given to an employee.			
ADJOURNMENT			
Motion made by Ms. Darby to adjourn meeting at 6:44 p.m. Seconded by Ms. Grahame. Motion carried.	Ms. Wells	Ms. Vaira	Motion Carried
September 5, 2023 Meeting Motions to be Reaffirmed			
Mr. Crupi asked for approval of the August 8, 2023 minutes. Mr. Johnston made a motion to approve the minutes. Seconded by Ms. Vaira. Motion carried.	Mr. Crupi	Ms. Vaira	Motion Carried
RHRA Investment Options: Ms. Vaira made a motion to approve the investment options as presented. Seconded by Mr. Johnston. Motion passed.	Ms. Vaira	Mr. Johnston	Motion Carried

Delivery Study: Ms. Wells made a motion to accept the recommendation to move forward with the Hub City option. Seconded by Ms. Vaira. Motion Carried.	Ms. Wells	Ms. Vaira	Motion Carried
CLOSED SESSION			
Motion made by Ms. Wells to enter into a closed session by statutory authority under Article 3-305(b)(1) to discuss performance of employee. Seconded by Ms. Vaira. Motion carried. Entered into closed session at 5:45 p.m.	Ms. Wells	Ms. Vaira	Motion Carried
Motion made by Ms. Wells to adjourn the closed session at 5:50 p.m. Seconded by Ms. Vaira. Motion carried.	Ms. Wells	Ms. Vaira	Motion Carried
Motion made by Ms. Wells to adjourn the closed session at 5:50 p.m. Seconded by Ms. Vaira. Motion carried.	Ms. Wells	Ms. Vaira	Motion Carried
Action Taken: A one time performance award will be given to an employee.			
Motion made by Mr. Crupi to adjourn the meeting at 5:51 p.m. Seconded by Ms. Wells. Motion carried.	Mr. Crupi	Ms. Wells	Motion Carried
October 10, 2023 Meeting Motions to be Reaffirmed			
Mr. Crupi asked for approval of the September 5, 2023 minutes. Ms. Wells made a motion to approve the minutes as corrected. Seconded by Ms. Vaira. Motion carried.	Mr. Crupi	Ms. Vaira	Motion Carried
Motion made by Ms. Wells to accept the holiday list as presented. Seconded by Ms. Grahame. Motion carried.	Ms. Wells	Ms. Vaira	Motion Carried
ADJOURNMENT			
Motion made by Mr. Crupi to adjourn the meeting at 6:06 p.m. Seconded by Ms. Darby. Motion carried.	Mr. Crupi	Ms. Wells	Motion Carried
October 23, 2023 Email Vote			
Mr. Crupi motioned that the Board approve SMRLA joining the MD Public Sector Collaborative which will offer SMRLA the option of having the Collaborative administer the Time to Care Act under its contract which is to be determined. This motion is only to join the Collaborative. Seconded by Ms. Vaira. Motion carried.	Mr. Crupi	Ms. Vaira	Motion Carried

SMRLA LOGO

Mr. Volland presented the new logo to the board.

UNFINISHED BUSINESS

CLOSED SESSION

Motion made by Ms. Wells. to enter into a closed session by statutory authority under Article 3-305(b)(1) to discuss performance of employee. Seconded by Mr. Johnston. Motion carried.
Entered into closed session at 5:31p.m.

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

Also present: Mrs. Teagle, Mrs. Phetteplace

Motion made by Mr. Crupi to adjourn the closed session at 5:36 p.m. Seconded by Ms. Wells.
Motion carried.

Motion made by Mr. Crupi to enter regular session at 5:36 p.m. Seconded by Ms. Wells. Motion carried.

ADJOURNMENT

Motion made by Ms. Wells to adjourn the meeting at 5:38 p.m. Seconded by Mr. Johnston.
Motion carried.

The next regularly scheduled meeting of the Board of Trustees is **Tuesday, February 20, 2024, at 4:00 p.m. via Zoom.**

Respectfully submitted,

Ashley Teagle