

Southern Maryland Regional Library Association, Inc.
Board of Trustees Meeting
December 10, 2024
Minutes

Ms. Darby, the President of the Board, called the meeting of the Board of Trustees of the Southern Maryland Regional Library Association, Inc. to order at 4:01 p.m. This meeting was virtual via Teams.

Members present: Mr. Adler, Mr. Crupi, Ms. Darby, Mr. Johnston, Dr. Taylor, and Ms. Vaira

Members absent:

Also present: Ms. Teagle, Ms. Phetteplace, Ms. Grant and Mr. Davis

APPROVAL OF MINUTES

Ms. Darby made a motion to approve the minutes from October 8, 2024. Seconded by Ms. Vaira. Motion carried.

FINANCIAL REPORT

Ms. Teagle reviewed the financial report.

CEO REPORT

Ms. Teagle provided the CEO report.

NEW BUSINESS

STRATEGIC PLAN CONSULTANT

Ms. Teagle discussed the RFP process, and selection process. Mr. Crupi made a motion to support the award of the contract to Greenway Strategy Group in the amount of \$87,500 as the strategic plan vendor. Seconded by Ms. Darby. Motion Carried.

EMPLOYEE HANDBOOK REVISION – PAYROLL TAX WITHHOLDING

Ms. Teagle discussed the revision on out-of-state taxes. Ms. Darby made a motion to accept the payroll tax withholding revision as presented. Seconded by Ms. Vaira. Motion carried.

COLLECTION DEVELOPMENT POLICY

Ms. Teagle reviewed the collection development policy. Mr. Crupi made a motion to approve the revisions to the collection development policy as presented. Seconded by Ms. Darby. Motion carried.

PRIVACY POLICY REVISION

Ms. Teagle reviewed the privacy policy revision. Ms. Darby made a motion to accept the privacy policy revisions as presented. Seconded by Mr. Johnston. Motion carried.

SHAREPOINT & TEAMS FOR BOARD MEMBERS

Mr. Davis provided a demonstration of how SharePoint & Teams could be used for board documents and communications. Mr. Davis can provide training for the board.

CITIZENS FOR MARYLAND LIBRARIES DEBRIEF

Ms. Teagle briefly discussed the conference. Board members that attended enjoyed the day as well.

FINANCE COMMITTEE

Ms. Teagle discussed board goals and developing a finance committee. Suggestion was made for the Treasurer of the board to always be on the committee. Mr. Crupi is the current Treasurer, and Mr. Adler volunteered to serve on the committee as well.

UNFINISHED BUSINESS

FY 2025 BOARD GOALS

Ms. Teagle gave an update on the status of the board goals.

ADJOURNMENT

Motion made by Ms. Darby to adjourn the meeting at 5:09 p.m. Seconded by Mr. Adler. Motion carried.

The next regularly scheduled meeting of the Board of Trustees is **Tuesday, February 18, 2025 at 4:00 p.m. via Teams.**

Respectfully submitted,

Ashley Teagle