

Charles County Public Library
Board of Library Trustees
Minutes
October 5, 2017
5:00 p.m.
Waldorf West Library

In Attendance:

Claudia Bellony-Atanga, President
Andrew Pizor (on phone)
Anthony Rainey

Margarita Rhoden
Dr. William Wise

Janet Salazar, Executive Director
KennethWayne Thompson, Assistant Director
Jessica Cruse, HR Specialist
Barbara Mazor, Bookkeeper
Ashley Teagle, Branch Manager
DauVeen Walker, Employee Council Chairperson

Excused: Amanda Stewart, Ex-officio
Absent: Janaya Thompson

- 1. Call to Order:** Ms. Claudia Bellony-Atanga called the meeting to order at 5:10 p.m.
- 2. Minutes of September 7th Meeting Minutes and Closed Sessions:**
Discussion about edits to the September 7 meeting minutes. Ms. Margarita Rhoden made a motion to approve the September 7 meeting minutes. Dr. William Wise seconded the motion and the motion passed unanimously. Ms. Bellony-Atanga made a motion to approve September 22 closed session minutes. Ms. Rhoden seconded the motion and the motion passed unanimously. Ms. Bellony-Atanga made a motion to approve the September 19 closed session minutes. Ms. Rhoden seconded the motion and the motion passed unanimously.
- 3. Executive Director's Report:** Ms. Salazar noted Mr. KennethWayne Thompson is now on board. Ms. Salazar stated interviews were held for Circulation Supervisor at P.D. Brown and for the part time PSA at Potomac. Ms. Salazar stated she will be meeting with strategic plan goal team leaders next week. Ms. Salazar stated the library received two grants from the Maryland State Library to obtain WiFi hotspots and to support a Vision Center at Waldorf West. Ms. Teagle discussed the planned Vision Center at the Waldorf West Branch. Ms. Salazar also noted between FY 17 and FY 18 statistics even out following turning on auto renewal.

4. **Customer Comment Form:** Mr. Thompson read a customer comment form about the impact of the library from a P.D. Brown customer.
5. **Economic Development Fall Meeting:** Ms. Salazar requested to know if board members were planning to attend the November 7 Economic Development Fall Meeting. Discussion followed about attendance at the Economic Development Fall Meeting.
6. **Indian Head Town Hall Meeting:** Mr. Sitoula thanked Mr. Thompson for attending the last meeting and requested Mr. Thompson provide information about library services at future meetings. Mr. Thompson, Ms. Tisha Tyler, and Ms. Shannon Bland are planning to attend as well.
7. **Staff Appreciation Luncheon:** Ms. Salazar requested the second Friday in December (December 8) off for a staff and volunteer appreciation luncheon. The Board unanimously approved of this request.
8. **Financial Report:** Ms. Salazar highlighted the equipment purchase line item for servers and staff computers. Ms. Salazar noted the library has spent almost 70% of the HR budget for a HRIS system. Ms. Bellony –Atanga made a motion to accept the financial report. Mr. Sitoula seconded the motion and the motion passed unanimously.

New Business

9. **Audit Report - Greg Fergusson of Murphy and Murphy:** Mr. Greg Fergusson presented the audit report for year ending June 30, 2017. Discussion followed concerning the audit report. Mr. Andrew Pizor made a motion to accept audit report. Mr. Rainey second the motion, and motion passed unanimously. Ms. Salazar said the audit report will be posted as a PDF on the library's website.

Break

Mr. Pizor ended his phone call at 6:27 p.m.

10. **Proposed FY 19 Budget:** Ms. Salazar presented the FY 19 budget. Discussion followed regarding the proposed FY 19 budget. Ms. Bellony-Atanga made a motion to accept the proposed FY 19 budget. Ms. Rhoden seconded the motion to accept the FY 19 budget and discussion followed. Mr. Sitoula requested a line by line review of the proposed FY 19 budget. Ms. Bellony-Atanga requested the Board review the proposed FY 19 budget and be prepared to vote on the FY 19 budget in November. Ms. Bellony-Atanga withdrew the previous motion and made a motion to continue discussion of the FY 19 budget in November. Mr. Sitoula seconded the motion and the motion passed unanimously.

Old Business

11. Fines and Fees Policy: Ms. Bellony-Atanga requested to move this discussion to the November meeting.

Public Comment

12. Ms. Salazar noted Ms. Walker is the new chairperson for the Employee Council. Ms. Walker thanked the Board for approving December 8 for the staff appreciation luncheon.

13. SMLRA Meeting: Ms. Rhoden shared information about the October SMRLA meeting. Ms. Rhoden shared documents with the Board about SMRLA.

14. New La Plata Library: Ms. Bellony-Atanga emphasized the importance of advocating for a new larger library and additional meeting space. Ms. Bellony-Atanga said sharing with commissioners that the funding for libraries is lower per capita than other communities struck a chord. Ms. Bellony-Atanga communicated Commissioner Stewart wished to be added to the November board meeting. Ms. Bellony-Atanga suggested Mr. Rainey join the site selection committee.

15. Closed Session: Ms. Bellony-Atanga moved to go into a closed session to discuss a personnel matter. Ms. Rhoden seconded the motion. The motion passed unanimously and the board entered closed session at 6:58 p.m.

16. Return to Open Session: Ms. Bellony-Atanga moved to return to open session. Ms. Rhoden seconded the motion. The motion passed unanimously and the board returned to open session at 7:16 pm.

17. Adjourn: Ms. Bellony-Atanga moved to adjourn the meeting. Mr. Sitoula seconded the motion. The motion passed unanimously and the meeting adjourned at 7:17 pm.

Next meeting is November 2, 2017 at the Waldorf West Branch, Meeting Room B at 5:00 p.m.