

Charles County Public Library
Board of Library Trustees
Minutes
December 7, 2017
5:00 p.m.
Waldorf West Library



In Attendance:

Claudia Bellony-Atanga, President
Dr. Anthony Rainey
Margarita Rhoden

Janaya Thompson
Dr. William Wise
Andrew Pizor (via telephone)

KennethWayne Thompson, Assistant Director
Tisha Tyler, Marketing Manager

Excused: Janet Salazar, Executive Director; Kiran (Ron Sitoula)
Absent: Amanda Stewart, Ex-officio

- 1. Call to Order:** Ms. Claudia Bellony-Atanga called the meeting to order at 5:09 p.m.
- 2. Larry Sanders of Edward L Sanders Insurance Agency, Inc.:** Mr. Sanders prepared a 2-page condensed synopsis of CCPL's insurance coverage and claims results. Since the library does not own the buildings, the Sanders Agency insures what is known as "business personal property". There is a \$1,000 deductible for property. "Extra Expense" is dollar amount of coverage should something happen to and existing location and a temporary work site is established. "Commercial liability coverage" is if someone is injured on the property and brings legal action. "Crime coverage" refers to both outsider and employee crime; CCPL has minimal coverage since we are not a high dollar cash business. On the topic of Computer fraud, Dr. Rainey asked Mr. Sanders opinions on our cyber security measures. Mr. Sanders offered to provide recommendations from Cincinnati Insurance for loss control and cyber liability. Dr. Rainey made a suggestion that CCPL create a formal document of our cyber security practices: coordinating with our IT department and following the recommendations of the insurance company. Mr. Thompson will follow up on the matter. Returning to Mr. Sanders's review of coverage and claims: "Workers' Compensation" is mandated by the state. The County provides insurance for the Mobile Library. Discussion ensued regarding whether or not the Mobile Library could or should be considered the equivalent of a fifth branch. The Board will revisit this topic at a later date. "Management Liability – Directors and Officers" protects the organization in the event leadership is accused of poor management (most commonly involving allegation of the miss-use of funds). "Employment Practices Liability" protects the organization in the event a current or former employee alleges that management violated employment law. CCPL has had 2 such claims in the last 7-8 years, thus Mr. Sanders recommends reviewing our

HR practices and that standards are reviewed annually with the senior management team. CCPL provides the state-mandated Workers Compensation and the claims records over the last decade is very good. Ms. Bellony-Atanga questioned the liability of the library if an altercation between customers resulted in injury. Mr. Sanders said that it would be determined in a court of law based upon the specifics of the situation. If an employee attempts to assist an injured/ill customer, that is covered. Again, he recommended that Employment Practices and HR policies be monitored and reviewed. Finally, Mr. Sanders provided Board Members with documentation of Cincinnati Insurance's high professional rankings.

3. **Minutes of November 2nd Meeting Minutes:** Ms. Rhoden made a motion to approve the November 2nd meeting minutes. Dr. Rainey seconded the motion and the motion passed unanimously. Ms. Rhoden offered the following edits: in Item #14, Ms. Rhoden seconded and for Item #15 Dr. Rainey seconded the motion to adjourn meeting. A vote was called to approve the amended minutes and it passed unanimously.
4. **Executive Director's Report:** Several edits to the report were suggested and the Board would like to see a list of options for data available. Under "Current v. prior year to date circulation data from Tableau" they would like to see circulation totals by branch. Dr. Rainey would like to see who is using the Mobile Library to determine if we are penetrating the market correctly. Dr. Wise said we need to connect data to our strategic plan, as opposed to collecting data for data's sake.
5. **Financial Report:** Spending is on track for FY18. Dr. Wise would like to see line items highlighted if there is significant change. Dr. Rainey suggested noting line items that are significantly over spent and including an anecdotal explanation of why. Ms. Thompson suggested a color-coded system. Mr. Pizor agreed it would be helpful to include notes for things that are out of line. Mr. Thompson will collaborate with CCPL's Book Keeper on alterations to the report format. Ms. Rhoden moved to accept the Financial Report for the month ending October 31, 2017. Dr. Rainey seconded the motion; it passed unanimously.
6. **Tablets for Library Trustees:** Mr. Thompson stated that a lot of paper and staff time is used to prepare for the Monthly Board of Trustees and suggested that the Board members begin using tablets for the Board Meeting packets. This would allow information to be shared in real time and would also save paper, ink, and time. He also suggested that the Trustees use Gmail accounts to facilitate communication and document sharing. Discussion ensued regarding the logistics of such a system. Dr. Rainey asked for a Cost Avoidance Estimate for the project to help determine if it is fiscally responsible to buy tablets vs. continuing to use paper. An attorney will also be consulted to determine if electronic communication would in any way violate the Open Meetings Act. Mr. Thompson

will coordinate with the IT department to arrange ccplonline.org Gmail accounts for Board members.

7. **Indian Head Youth Center:** Discussion was postponed until Mr. Sitoula could be present.
8. **EXCITE Transformation Team – Tisha Tyler:** A four member team from CCPL was selected for the EXCITE Transformation for Libraries program offered by the Connecticut State Library. Tisha, Christine Thompson, Alonzo Kitchens, and DauVeen Walker will be traveling to Middletown, CT three times in the next six months for training and a final project will be due in December 2018. This is a team based learning program designed to teach collaborative and innovative skills. The Trustees viewed the team's application video which was filmed and edited by Bill Stea. The team was additionally provided with a travel grant of \$2,000 and an allowance of \$100/person for meals.
9. **Library Campaign – Tisha Tyler:** A slideshow detailing the "Libraries Change Lives" marketing campaign was presented to the Trustees. This initiative will run December 2017-February 2018 to help encourage public support for a larger La Plata Library. It includes a direct mail effort, staff advocacy, press coverage, and possible paid advertisements. Ms. Bellony-Atanga requested a conceptual design of a new La Plata Library, as visual aids will often help garner support.
10. **Fines & Fees Policy – KennethWayne Thompson:** Discussion was postponed to a later date.
11. **Meeting Room After Hours – KennethWayne Thompson:** Discussion was postponed to a later date.
12. **Possible La Plata Sites:** Mr. Thompson shared that the City of La Plata suggested a plot of land near Washington Ave & Talbot Street as a proposed site for the new La Plata Library. Concerns about the proposed site were discussed. Mr. Thompson also shared printed copies of Maryland law covering library site selection.
13. **Public Comment:** None.
14. **Closed Session:** Ms. Bellony-Atanga moved to go into a closed session to discuss a personnel matter. Ms. Thompson seconded. The motion passed unanimously and the Board entered closed session at 7:28pm.

15. Return to Open Session: Ms. Bellony-Atanga moved to return to open session. _____ seconded the motion. The motion passed unanimously and the board returned to open session at 7:44 pm.

16. Adjourn: Ms. Thompson moved to adjourn the meeting. Dr. Wise seconded the motion. The motion passed unanimously and the meeting adjourned at 7:48 pm.

Next meeting is January 4, 2018 at the Waldorf West Branch, Meeting Room B at 5:00 p.m.