



Charles County Public Library  
Board of Library Trustees  
Minutes  
February 1, 2018  
5:00 p.m.  
Waldorf West Library

**In Attendance:**

Claudia Bellony-Atanga, President  
Margarita Rhoden  
Andrew Pizor

Kiran Sitoula  
Janaya Thompson

Janet Salazar, Executive Director  
KennethWayne Thompson, Assistant Director  
Mariana Sprouse, Branch Manager and Minutes Recorder  
Sarah Guy, Program Coordinator  
Tisha Tyler, Marketing and Development Manager  
DauVeen Walker, EC Representative

Excused: Dr. William Wise, Amanda Stewart, Ex-officio

1. **Call to Order:** Ms. Claudia Bellony-Atanga called the meeting to order at 5:10 p.m.
2. **Minutes of the December 7<sup>th</sup> meeting:** No discussion or updates were made to minutes. Ms. Claudia Bellony-Atanga moved to accept the minutes. Ms. Margarita Rhoden seconded the motion, and the motion passed unanimously.
3. **Minutes of the November 17<sup>th</sup> closed session meeting:** No discussion or updates were made to minutes. Ms. Rhoden moved to accept the minutes. Mr. Kiran Sitoula seconded the motion, Mr. Andrew Pizor abstained, and the motion passed unanimously.
4. **Executive Director's Report:** Ms. Janet Salazar discussed her PLA Leadership Academy project, which is to have small bags of toiletries and other necessary items on the Mobile Library to hand out to those community members in need. The Mobile Library will now work with Lifestyles to travel to the sites where Lifestyles gives hot meals. At this time, Ms. Salazar is still hoping to have the items donated, though this may need to be added to the budget in the future. Ms. Salazar said working with JBK Brand Design has been really beneficial for the Library. Mr. KennethWayne Thompson discussed the Public Library Director's Symposium in Austin, Texas he attended. This conference was

sponsored by Innovative, who was able to give tips on using their Polaris ILS. Seventeen public libraries were present. Mr. Thompson noted all those libraries are seeking the same information as CCPL. Ms. Salazar noted there is an OSHA training for the janitors and other interested staff coming up on February 7<sup>th</sup>. Several Library Associate Training Institute (LATI) students were present in the audience to witness the meeting as a requirement for the course. Ms. Salazar noted that the Maryland State Library (MSL) is up and running now. Ms. Salazar noted that per notification from the Maryland State Librarian, libraries are expected to get an increase in state funding. Ms. Salazar explained that the only staff affected by the Family Health Act are our page employees. Ms. Salazar, Mr. Thompson and Human Resources will be attending a webinar on how to handle this transition. There was a question about why there is a proposed change to Maryland HB136 to allow St. Mary's County commissioners to appoint members to the library Board of Trustees. Discussion ensued about the change and the ramifications to libraries across the state. Enoch Pratt Free Library shared at MAPLA that they are going fine free in June 2018 and provided research they used to make the decision to help other libraries decide as well. A discussion followed with no decisions made. Ms. Salazar mentioned some upcoming dates of interest including the SOAR Innovation Space launch on February 5<sup>th</sup> and Maryland Library Legislative Day on February 20<sup>th</sup>, with the Southern Maryland Reception on February 22<sup>nd</sup>.

5. **Financial Report:** Ms. Salazar noted that expenses look lower than expected for halfway through the fiscal year because many reimbursements have not yet come in. Discussion ensued about various budget lines. Ms. Salazar asked for feedback on the new financial report format. The Board agreed they all prefer the new format. Ms. Bellony-Atanga moved to accept the new financial report format. Mr. Pizor seconded the motion, and the motion passed unanimously.

#### **Old Business:**

6. **SMRLA Report:** Ms. Rhoden reported that the January 2018 meeting was cancelled due to no new business. SMRLA is moving to Voice Over Internet Phones (VOIP). Ms. Salazar, Mr. Thompson, Ms. Tisha Tyler, Ms. Bellony-Atanga, Mr. Sitoula, and Ms. Rhoden attended the Media Interview Training. Ms. Rhoden stated that her biggest takeaway from the training was to be aware of all library world news and trends to discuss how they will affect your library system directly. SMRLA is currently working on creating a health reimbursement plan to provide their staff with coverage after they retire. A quorum was not present at the last meeting, so the health reimbursement motion could not be passed. It was requested that at least 3 of the SMRLA Board members attend the next meeting. Discussion ensued about how to accommodate this request. Ms. Rhoden noted that the STELLAR Graduation is scheduled for March 8<sup>th</sup>, 11am at SMRLA.

7. **Next Steps for La Plata Branch Building Relocation:** Ms. Salazar noted that once a site locations are selected, she can visit the sites to make a final recommendation. Ms. Salazar followed up on a request from the Board to get a rendering quote. Due to the cost and not yet having an architect hired, it was not recommended at this time.
8. **Fines and Fees:** Ms. Salazar requested the limit to block a customer's account be raised from \$10 to \$25. This would in turn mean customer accounts would not be sent to Unique Management until the customer has a \$50 fine on their account. Ms. Salazar explained that this change would go a long way toward creating good will with customers. Mr. Pizor moved to increase the blocking limit on customer accounts. Ms. Rhoden and Mr. Sitoula seconded the motion, and the motion passed unanimously. Ms. Salazar will make the necessary changes to the Fines and Fees Policy and have Ms. Bellony-Atanga sign the policy.
9. **After Hours Meeting Room Access:** Mr. Thompson presented his research into neighboring libraries with after-hours meeting room access. He noted that Arlington, Alexandria, Howard County, Montgomery County, and D.C. public library systems do not have after-hours meeting room access. Atlanta Fulton Public Library System has access to the meeting rooms 1 hour after closing. Moline Public Library has access upon approval of Library Administration. Hartford Public Library allows access but may ask for comprehensive general liability policy. The City of Camas, Washington has access for private functions not scheduled more than 6 weeks in advance with a limit of 1 function per month. They also charge a nonrefundable meeting room fee and require a cleaning deposit. Mr. Thompson informed the Board that this venture would cost more money than it would generate due to the staffing, maintenance, and security. Discussion ensued about other ways to potentially generate revenue. Mr. Thompson will look further into the costs of piloting this at the Waldorf West branch, including insurance for the artwork from the Charles County Arts Alliance, and come back to the Board to present.
10. **Programming Policy Review:** Ms. Sarah Guy joined the conversation to answer questions about the Programming Policy. No changes were recommended or made. The current, signed policy stays in place.
11. **Social Media Policy Review:** Ms. Tyler joined the conversation to answer questions about the Social Media Policy. Ms. Tyler's recommendations were for grammatical corrections to the policy only. Mr. Pizor moved to accept the updated Social Media Policy. Ms. Janaya Thompson seconded the motion, and the motion passed unanimously.

**12. Donations Policy Review:** Mr. Thompson presented a new Donations Policy that covers donations of forms. Discussion of the policy ensued. The Board will review the policy and discuss at the next Board of Trustees meeting.

**13. Accessibility Statement:** Ms. Salazar presented the Accessibility Statement to the Board for review. The Board will discuss the statement further at the next Board of Trustees meeting.

**14. Public Comment:** No public comments were made.

#### **Closed Session**

**15. Executive Session:** The Board went into closed session at 6:31 p.m.

**16. Motion to Return to Open Session:** Ms. Rhoden moved to return to open session. Mr. Pizor seconded the motion. The motion passed unanimously and the board returned to open session at 7:35 p.m.

**17. Motion to Adjourn:** Mr. Pizor moved to adjourn the meeting. Ms. Rhoden seconded the motion. The motion passed unanimously and the meeting was adjourned at 7:36 p.m.

**Next meeting is March 1, 2018 at the Waldorf West Branch, Meeting Room B at 5:00 p.m.**