



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

In Attendance:

Andrew Pizor
Margarita Rhoden
Dr. William Wise
Janaya Thompson
Kiran Sitoula
Janet Salazar, Executive Director
KennethWayne Thompson, Assistant Director
Barbara Mazor, Bookkeeper
Ericka Robinson, Human Resources

Excused: Amanda Stewart, Ex-officio, Claudia Bellony-Antanga

Absent: Anthony Rainey

1. **Call to Order:** 5:04p.m. by Andrew Pizor
2. **Review of February 1st minutes:** There was one spelling error noted in the minutes. Motion to accept minutes made by Mr. Pizor, second Ms. Rhoden. Motion passed unanimously.
3. **Executive Director's Report:** Mrs. Salazar attended ALA conference. There are 195 People registered for Winter Reading program. Destiny Posso logged the most hours read. Foundation Center's FIN Librarian of the Month is Shannon Bland due to SOAR Center. Staff Day is April 20th. Currently in the process of recruiting for Branch Manager at Potomac, Acquisitions Manager, Acquisitions Assistant and Executive Assistant. A patron banned for a week due to verbal abuse of staff. We have a strong partnership with Lifestyles who is helping us provided tax preparation assistance. Spelling Bee at General Smallwood Middle School was fun. Paid sick and safe leave is in place. Pages will work full allotment of hours and this is already in the budget.
4. **Financial Report:** Interest keeps growing due to large fund balance in our investment account. Continuation budget jumped due to regular/irregular release. Subscriptions for magazines done all at once for 3 branches, West is on its own schedule for magazine subscriptions. Dues for West's membership in association have gone up again in part due to the insurance and part due to snow removal. Mrs. Salazar doesn't get a say in dues increase just insurance. Font size of report is better and it was requested that the titles be added at the

top of the second page and subsequent pages of report. Transfer of funds from prior reserves for EXCITE team was requested. The team still has two more visits to Connecticut. There was a grant that covered the first trip. Explanation of what EXCITE was took place. Motion to accept financial report Ms. Thompson, second Ms. Rhoden. Motion to transfer funds in the amount of \$7,000 from prior reserves to travel line item, Ms. Thompson, second Ms. Rhoden. Motion(s) passed unanimously.

Old Business

- 1. SMRLA Report:** Ms. Rhoden stated that we need replacement member of SMRLA Board as Ms. Bellony-Antanga's term has expired. The replacement can be a CCPL board member or citizen of the county. Mr. Thompson has talked to Citizens regarding this, and they had questions. Meetings are open and they could come to a meeting and see what it is all about. Ms. Rhoden will send list of meeting dates to Mr. Thompson. Annual Corporation meeting in April: All Board Members are required to attend 4/17/18 10-12. Back up date of 4/24/18 at Charlotte Hall. Invitations will be mailed. Sharon Marshall is working on a White Paper: Where is all the Money going. A lot of unrestricted funds sitting unused. Ideas for fund use: RFID for all items some counties say yes others no. Tech project region wide. Possible more money into Overdrive Advantage and Zinio. SMRLA Board will also be announced at April meeting and Ms. Rhoden is running for Vice President.
- 2. Accessibility Statement:** Our Accessibility Statement is fine and we can move forward with it. We received kudos for taking needs of those who need access into account.
- 3. Donations Policy:** Last month the Gift and Donor Policy was shared. Mr. Thompson is available for questions and willing to change things if needed. This would be a great way to generate funds such as naming rooms and buildings. This would come into play when the new La Plata branch gets a green light. The sections to look at are: naming's, monetary contributions, and corporations sections. This item is put back on the agenda for next month. Mr. Pizor asked if we wanted to have some sort of fundraising drive, possibly during national library week. Some sort of signage in library(s) mentioning this particular fundraiser. Ms. Salazar mentioned the Day of giving around Thanksgiving is when College of Southern Maryland does a portion of their fundraising.
- 4. Maryland Library Day:** This year we attended Maryland Library Day and got to say thank you for the support. We have been funded for the year. All of the delegates came to listen to what we had to say. Had solid things

to share with them: mobile library, SOAR, hotspots, YALSA grant etc. Ms. Salazar passed around a folder of what we gave to the delegates.

New Business

- 1. Employee Performance Review Process:** Compared to what we currently have with federal and private sector. Private sector is done project by project, no need to be that fast. We are 90 percent on track. Currently six month evaluations are not being consistently done. It takes a lot of time to put together the paperwork. Mr. Sitoula recommends that the six month evaluation consistently be done for new employees for their first two years. After that it may not have to be done. If person is flagged at branch level person is not mentioned to Executive Director or Assistant Director currently. Manager needs to hear feedback from administration. Discussion about employees' six month reviews took place. 360 degree evaluations were mentioned. Mr. Sitoula will put all of this information in writing and work with HR and the Executive Director.
- 2. Wireless Printing:** Wireless printing is coming soon. App is on all library printers. Send to email to print by Xerox.com. Get password on phone from app, use password to print out at print station. You can print remotely send stuff from home or another branch to print, will stay in que until you come in and print out.
- 3. Hotspots:** Launch today (3/1/2018). Hotspots can be checked out for two weeks if you borrow from a branch, Three weeks from Mobile Library. Hotspot was passed around. Survey was is nice idea. The unlimited data and instructions good too. There are areas in Charles County where you will not get reception no matter what provider is used, but Sprint gave us the best coverage so that is what was chosen. Privacy has been handled by the IT department. This means that no one could see what someone else was using hotspot for. Would pair well with Canopy if we get funding for it. Would be great for homeschool and teachers. All you need is a library card for access.

Public Comment

1. Ms. Robinson passed out folders containing copies of various kinds of evaluations. Discussion about evaluations occurred.

Closed Session

Motion Closed Session: Ms. Rhoden motioned to close the session. Mr. Pizor seconded and the motion passed unanimously. Session Closed at 6:07pm

Return to Open Session and Adjourn: Mr. Pizor motioned to return to open session. Ms. Rhoden seconded and the motion passed unanimously. The board returned to

open session at 6:15 pm. Mr. Pizor made a motion to uphold the director's personnel recommendation, provided there is no request from the employee. Ms. Rhoden seconded the motion and the vote was unanimous.

Ms. Thompson motioned to adjourn the meeting. Mr. Pizor seconded and the motion passed unanimously. The meeting adjourned at 6:17 pm.

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