



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

In Attendance:

Claudia Bellony-Atanga, President (by phone)
Margarita Rhoden
Kiran Sitoula
Dr. William Wise

Janet Salazar, Executive Director

Excused: Amanda Stewart, Ex-officio

Absent: Andrew Pizor, Janaya Thompson

Call to Order: Ms. Rhoden called the meeting to order at 5:10 p.m.

- 1. Review of March 1st & March 28 Meeting Minutes:** Ms. Salazar noticed the adjournment time and return to open session time were not noted on the March 1 meeting minutes. Mr. Sitoula made a motion to accept the minutes with amendments proposed by Ms. Salazar; Ms. Rhoden seconded the motion; and the motion passed unanimously. Mr. Sitoula made a motion to accept the minutes from the March 28 closed session meeting; Dr. Wise seconded the motion; and the motion passed unanimously.
- 2. Executive Director's Report:** Ms. Salazar attended the Indian Head Town Council meeting to talk about the library and to ask residents to let us know what they are looking for from their library. The Goal Team for Strategic Plan Goal Team One met with JBK Designs to ask for more logos and will meet again in April. Ms. Salazar met with the County Administrator to discuss the library's budget and doesn't anticipate any major changes. Ms. Salazar will propose the budget on April 17 and there is a public hearing on April 10 to discuss the county's proposed budget. Ms. Salazar noted that those who wish to speak may sign up at 5:30 p.m. There was a discussion of the start time of the meeting for those who weren't going to make remarks. Ms. Salazar stated the EXCITE team visited Connecticut for the second session of the conference. Mr. Thompson, Mr. Jansen, Ms. Jolie and Ms. Salazar attended the PLA (Public Library Association) Conference. Mr. Thompson and Ms. Salazar attended the career fair to get more

applicants for open positions. Ms. Salazar said the second round of interviews for the Acquisitions Manager position will happen next Friday. Ms. Salazar said Staff Day is April 20. Ms. Salazar discussed the demand analysis from OrangeBoy that was presented to the commissioners and it was well received. Mr. Thompson, Mr. Jansen and Ms. Salazar attended a capital grant workshop in Walkersville, MD. Ms. Salazar noted programs are still doing really well, specifically the genealogy program and the Community Conversation about discrimination against women in the workplace. Ms. Salazar reviewed several budget line items—the library is a little behind on book orders but Mr. Thompson and Mr. Kitchens have been working on getting the budget spent. The salaries budget line has been affected by the open positions. The travel reimbursement budget line with the additional funds approved last time will even out. Ms. Salazar noted the Citizens for Maryland Libraries dates are April 14 in Baltimore and June 2 in Catonsville. Mr. Sitoula suggested adding a legislative affairs section to the Executive Director's Report. There was a discussion about adding a legislative affairs section to the Executive Director's Report and Ms. Salazar agreed to keep this section in her report regardless of whether or not she had legislative updates to share.

- 3. Financial Report:** Ms. Salazar presented the financial report, highlighting the meeting room, photocopies, unemployment expenses, furniture and fixtures and continuing education budget lines. Ms. Rhoden asked about the miscellaneous line item and Ms. Salazar said she will follow up on what that includes. Mr. Sitoula asked a question about bank charges and fees. Ms. Salazar explained the fees are regular fees for the account. Ms. Rhoden had a question about which bank the library uses. Ms. Salazar said the library uses PNC and the account was established by her predecessor. A discussion followed about bank account fees and the possibility of the library changing banks. Ms. Rhoden made a motion to accept the Executive Director's Report and the Financial Report; Mr. Sitoula seconded the motion to accept the Executive Director's Report and Financial Report; and the motion passed unanimously.

Old Business:

- 1. SMRLA Report:** Ms. Rhoden discussed the April 10 corporation meeting invitation. Ms. Rhoden said all board of trustees members are invited to attend. Ms. Rhoden discussed upcoming elections for the next SMRLA board—two candidates are needed for the SMRLA board. Ms. Rhoden said meetings are the 2nd Tuesday of the month at 10 a.m. A discussion of who might serve on the board followed. Ms. Rhoden noted the current members are Ms. Bellony-Atanga and herself. Ms. Salazar noted they need a full board so they have a quorum to vote. Dr. Wise asked where meetings are held. Ms. Salazar said the meetings

are held in Charlotte Hall. Ms. Rhoden stated if someone in the community would like to be a board member on the SMRLA board that is allowed. Ms. Salazar said she is talking to the Citizens about this opportunity.

- 2. Eliminating Fines for Picture Books:** Ms. Salazar discussed at last directors' meeting it was decided libraries could probably get rid of fines on children's books and this would align with the Kids' Card. Ms. Salazar said this would help students. Ms. Salazar noted the library only collected \$4,000 in fines for these materials last year. Ms. Salazar said St. Mary's County approved waiving fines for children's items already. Mr. Sitoula made a motion to eliminate fines for picture books as stated in the proposal; Ms. Rhoden seconded the motion. Dr. Wise asked a clarifying question about why we would eliminate fines specifically on children's materials. Ms. Salazar responded fines become a barrier for service and it's a way to support literacy in the county due to Charles County's low state standing in early literacy / school readiness. A discussion followed about fines as barriers to library use. Ms. Salazar explained the tri-county libraries are hoping to be consistent. The motion passed unanimously.

New Business:

- 1. Collection Development Policy Edits Approval:** Ms. Salazar presented the current edits and requested additional edits be sent to her by April 13. Ms. Rhoden asked if the reconsideration of library materials form could be added to the collection development policy and Ms. Salazar said she would make sure it is added.
- 2. Extending Strategic Plan through 2020:** Ms. Salazar requested to extend the strategic plan through the end of fiscal year 2020. Ms. Salazar stated the strategic plan needs to run through 2020 in order to apply for a capital grant for the new La Plata building. Dr. Wise made a motion and Mr. Sitoula seconded the motion. A discussion followed by Mr. Sitoula about updating the plan prior to 2020. Ms. Salazar said we would start the strategic plan process again in 2019. The motion passed unanimously.
- 3. Privacy Policy:** Ms. Salazar presented a draft of the privacy policy based upon what the majority of libraries are doing in Maryland. Ms. Salazar requested feedback on the privacy policy ahead of presenting to the draft policy to all staff on April 6. Ms. Salazar said she would like to discuss the privacy policy with the other directors in Southern Maryland. Ms. Salazar said feedback is welcome.

Public Comment

Ms. Ruth Brooke made remarks on privacy and confidentiality and made recommendations for changes to the library card registration process.

Ms. Evelyn Brooke made remarks on the discrepancies in the library card registration process and what documentation is needed to apply for a library card in the tri-county area.

Mr. Sitoula had questions for clarification. Ms. Salazar said the library does not keep a record of what is checked out to customer accounts. Dr. Wise asked Ms. Ruth Brooke what was the least amount of information needed she felt was needed to register for a library card. Ms. Ruth Brooke said name, phone number, email, and birth year. Ms. Evelyn Brooke said there has to be a reasonable threshold of information. Mr. Sitoula asked about gender identification. A discussion followed about library collections for customers of different genders in the library. Additional discussion followed about how customers can check out without their library card; data breaches at libraries; what libraries used to accept in the past; and the changing the wording of documents to reflect how and why the information is being used.

Closed Session: Ms. Rhoden made a motion to move to close session and Ms. Bellony-Atanga seconded the motion. The motion unanimously and the Board entered closed session at 6:03 p.m.

Return to Open Session: Ms. Rhoden made a motion to return to open session and Mr. Sitoula seconded the motion. The motion passed unanimously and the board returned to open session at 7:00 pm

Adjourn: Ms. Rhoden made a motion to adjourn the meeting and Dr. Wise seconded the motion. The motion passed unanimously and the meeting adjourned at 7:01 pm.

Next meeting is May 3, 2018 at the Waldorf West Branch, Meeting Room B at 5:00 p.m.