Charles County Public Library
Board of Library Trustees Minutes
May 3, 2018
5:00 p.m.
Waldorf West Library

In Attendance:
Andrew Pizor
Margarita (Marge) Rhoden
Kiran Sitoula
Dr. William Wise
Janet Salazar, Executive Director

Excused: Claudia Bellony-Atanga
Janaya Thompson
Amanda Stewart

1. Call to Order: Andrew Pizor called the meeting to order at 5:03

2. Review of April 5, 2018 meeting minutes: Andrew Pizor made a motion to approve the April 5 meeting minutes. Dr. William Wise seconded the motion and the motion passed unanimously. No corrections.

3. Financial report: Janet Salazar reported that the reimbursement check for a staff development grant was received after the fiscal year started. This check is recorded in the Miscellaneous line item for Income and it will be corrected at the time of the next audit. There have been no repairs or maintenance yet this fiscal year. Subscriptions come multiple times throughout the year. Several people from CCPL are going to MLA, this is funded by the state, no impact on CCPL budget at this time. Marge Rhoden made the motion to approve, Mr. Pizor seconded the motion and the motion passed unanimously.

4. SMRLA Report: Ms. Rhoden is the new SMRLA board VP. SMRLA currently has two positions that vacant that need to be filled from Charles County. Jennifer Hopwood discussed creativity in the workplace. Sharan Marshall may host a legislative breakfast after the local elections are held.

5. Executive Director Report: The option for the new logo has been narrowed down to two selections, one has been very well received by employees. The expiration date on new library cards has been extended to 10 years from the previous 3. Picture books will become fine free starting June 4. Ericka Robinson, the Human Resource Manager, has resigned. Interviews are being conducted at this time. The new Acquisitions Manager has been hired and starts May 30, 2018. The staff development day was a success and good reports came from staff about the experience. SMRLA will be closed May 4 due to a bed bug issue. The mobile library will celebrate its first birthday May 5 at Laurel Springs Park. Ms. Salazar asked the board to approve the auditing services for the audit of Fiscal Year 2018. Andrew Pizor made the motion to approve the increase in auditing services, Marge Rhoden seconded the motion and the motion passed unanimously.

6. La Plata Branch Relocation update: A slide show was presented for the two location options for the new La Plata branch. Statistics were provided about the current usage of the La Plata branch and the population of patron who frequent the branch.

7. New Business: Ms. Salazar asked the board to review the employee handbook and presented a list of changes that are needed. She also reviewed the organizational chart and noted the executive assistant job title that was added. Ms. Salazar requested funds from saved from vacant positions be transferred to the IT and Furniture and Fixtures lines to fund requests that will not be funded by the county for FY 2019. Andrew Pizor made the motion to transfer additional funds, Marge Rhoden seconded the motion.

Innovation Fund Presentations:
Laura Johnson, Potomac Branch, presented the Kids Grow Garden
Ivette Marcuci, Waldorf West, presented the Sewing Lab
Dauveen Walker, P. D. Brown, presented the Recording
The Recording Studio is in a holding status. We are waiting to see if any grants are approved from the EXCITE program and Board Member Kiran Sitoula may know a company we may be able to obtain additional funding from. Mr. Pizor motioned that the Kids Grow Garden and the Sewing Lab be approved. Ms. Rhoden seconded the motion and it passed unanimously.

8. No public comment

9. Closed session: Mr. Pizor moved to go into a closed session. Ms. Rhoden seconded that motion. The board entered closed session at 6:34 p. m.

10. Returned from closed session: Mr. Pizor moved to return from closed session. Ms. Rhoden seconded that motion. The motion passed and the board returned to open session at 7:05 p.m.

11. The board recommended Danielle Staudt to join the board of trustees. All present board members in favor. Request Janat Salazar send a letter to the commissioner. Call the other candidate to interview for the next board position.

12. Adjourned: Ms. Rhoden moved to adjourn the meeting. Mr. Pizor seconded that motion. The motion passed unanimously and the meeting adjourned at 7:11 p.m.

Next board meeting will be held June 7, 2018 in meeting room B, Waldorf West Branch