

Charles County Public Library
Board of Library Trustees
Minutes
June 7, 2018
5:00 p.m.
Waldorf West Library

In Attendance:

Claudia Bellony-Atanga, President
Andrew Pizor
Margarita Rhoden

Kiran (Ron) Sitoula
Janaya Thompson
Dr. William Wise

Janet Salazar, Executive Director
KennethWayne Thompson, Assistant Director
DauVeen Walker, Employee Council Chairperson

Absent: Amanda Stewart, Ex-officio

Guests: L. Batty, D. Rheingrover, J. Carmona, J. James, D. Mandley

1. **Call to Order:** Ms. Claudia Bellony-Atanga called the meeting to order via conference call at 5:07 p.m.
2. **Closed Session:** Mr. Pizor moved to go into a closed session to discuss the La Plata Library relocation project. Ms. Rhoden seconded the motion. The motion passed unanimously and the board entered closed session at 5:08 p.m.
3. **Return to Open Session:** Mr. Pizor moved to return to open session. Ms. Rhoden seconded the motion. The motion passed unanimously and the board returned to open session at 5:37 pm. At this point Ms. Bellony-Atanga left the conference call.
4. **Minutes of May 3rd Meeting Minutes:** After making a correction to add Mr. Sitoula as being in attendance, Mr. Pizor made a motion to approve the October 5th meeting minutes. Ms. Rhoden seconded the motion and the motion passed unanimously.
5. **Executive Director's Report:** Attended a public forum with Peter Murphy at the La Plata firehouse to discuss the county's FY19. Two-thirds of the people in attendance were there to talk about the La Plata Library building project. The Mobile Library birthday bash was a success on May 4th. 120 people attended including commissioners Ken Robinson and Amanda Stewart. LATI graduation ceremony was in May with six people graduating: Judy Bitzer, Jennika Coleman,

Andriana Gilroy, Vince McGee, Faith Tydings, and Robert Kingwood. Jessica Cruse accepted the HR Manager position. Drew Altman was hired as the Acquisitions Assistant. Shannon Bland is the new branch manager at Potomac. Kate Sine is the new Children's Associate at La Plata. The new Executive Assistant has been chosen and will start in early July. The Board's recommendation to fill their own open seat was put forth to the Commissioners, but we do not know yet if the person has been approved. Ms. Salazar reported that the County has also given her more applications. Budget update: no prior year reserves used so far this year. Janet will be attending the ALA annual conference in New Orleans in June. Commissioners Forum at La Plata will be canceled because only one candidate said they would be there. Will try to hold a forum in the fall for the candidates in the general election. Ms. Salazar reported back on how much revenue the Library gets outside of government sources. The Library currently is getting 3% of its operating budget from outside of government sources. The Strategic Plan objective is 5%. Mr. Thompson handed out a "cheat sheet" about library fundraising. A couple of approaches includes strengthening donors we already have, and broadening our base of donors. Mr. Thompson asked the Board to suggest high-profile potential donors and provide contact information. Possible fundraising ideas: foodie festivals and wine tastings, fun runs, annual gala, fundraising nights at local restaurants, year-end appeal (Oct-Dec.), engage the Citizens to do a membership drive for more donations, giving Tuesday (after Thanksgiving): using social media and marketing to raise money and awareness for CCPL. Start planning a gala for next year now. Maybe hold a gala every other year. Ms. Thompson asked if there was staff input. Mr. Thompson said not yet, but he will open it up to staff. She also said she has not had good success with fun runs with organizations she's worked with. Ms. Thompson asked if there is potential for applying for larger grants. Ms. Salazar said she is sure there are more out there, but we don't have dedicated staff to look for them. Mr. Pizor said his experience is that funders are more interested in specific projects than general operations. Mr. Pizor asked if any promotion has been done on Adopt-A-Book. Mr. Thompson said he has not done anything, but is leaving it for the new Acquisitions Manager. The Maryland Library Association is doing a fundraiser for relief to Puerto Rico libraries.

- 6. Financial Report:** Under the Human Resources and Staff Development lines the money the board originally approved is now reflected in the budget, so everything has been reconciled. We are where we should be for April. Ms. Thompson moved to approve the April financial report. Ms. Rhoden seconded. Passed unanimously.

Old Business

- 7. SMRLA Report:** Ms. Rhoden reported on SMRLA's internet outage this past week. She then reported on the SMRLA board meeting from 5/8/18. Update on development on health reimbursement. SMRLA employees have no health insurance when they retire. SMRLA is trying to get help to pay for some medical

costs. Hasn't all gone through yet. Hopefully by August it will be completed. Draft budget will be voted on next Tuesday which includes a 2% COLA to employees. CEO evaluation for Sharan Marshall will be done in the coming months. Charles County still needs trustees to join. No meeting in July.

8. **FY 2019 Budget Approval:** Revenue: had to decrease fines to \$40K, but increased the interest because it keeps going up. Reduced fax because it keeps going down. \$2,000 more to help with maintaining book collections for Mobile Services and branches. Increased continuing education for investment in staff. Took out \$5000 for disaster relief, but prior year reserves are meant to cover that. Human Resources increased by \$8000 for staff development day. Decreased furniture and fixtures since items meant for next year were bought this year. Increased publicity and marketing because of anticipated new logo. Decreased maintenance and repairs by \$1000 because it wasn't used this year. The biggest thing Ms. Salazar asked for is a 1% COLA and merit increase that the County approved for their staff. Training increased for conferences and trainings to generate innovation ideas. Ms. Thompson moved to accept the proposed FY19 budget. Mr. Pizor seconded. Discussion followed: Marge asked about St. Charles dues for association dues. Ms. Salazar is anticipating an increase, but she has not yet been told there will be an increase in dues. We won't know until January. Mr. Sitoula asked about the 1% COLA and why it isn't 2%, which is what the Social Security Administration approved. He wonders what basis the County used for their COLA. The 1% COLA is \$35,000 in our budget. Mr. Pizor suggested sticking with what the County is doing. Mr. Pizor called for a vote. Passed unanimously. Janet will call the County to make sure they aren't giving a 2% COLA.
9. **New Logo Presentation:** Julian B. Kiganda of JBK Brand Design presented the new library logo and the process to get to a final design. Ms. Kiganda showed the board the three rounds of logo ideas, with the final two designs in the last round. Janet revealed that the staff overwhelming preferred #2 of round 3 (4C). Mr. Pizor moved that the board approve logo 4C. Ms. Rhoden seconded. Passed 4-1.
10. **Meeting Room Policy Revision Approval:** Daniel Rheingrover and Leigh Batty presented the proposed revisions:
 1. Update meeting room descriptions, including new equipment available to customers.
 2. Special rules for the SOAR Innovation Space.
 3. Changes to attendance requirements. Reduce West downstairs rooms to a minimum of 5 people.
 4. Group Room 2 at West will stay a quiet study room during school hours and be open to teens at other points in the day.
 5. Allow staff to override minimums if small rooms are full.
 6. If you pay the fee you can have less than the minimum.

7. Proposal to eliminate the \$25 no-show fee because it is such a small percentage of meeting room revenue. Alternative: progressive banning policy. Groups could lose meeting room privileges. Ms. Thompson suggested adding wording to include other infractions. First penalty would be 7 days suspension. Work with marketing to promote the change so groups who haven't paid the \$25 can come back and use the rooms.
8. Changes to go in effect July 2.

Mr. Pizor moved to approve the revised meeting room policies. Ms. Thompson seconded. Discussion continued on the projector kit form, laptop release form, smart podium release form, and SOAR Innovation Space policy discussion. Discussion about loaning the SLR camera out, and whether we should let people take it outside. Will see how the camera is used, and once the grant cycle is over this will be revisited. Mr. Pizor said if the camera comes with a memory card it will need to be wiped after each use, or have people bring their own. Vote to approve the revisions passed unanimously.

New Business

11. **Medical Underpayment:** Changes to medical deductions. The library had to pay more for medical insurance, but staff deductions were not increased. Ms. Salazar proposed the library absorb the less than \$3000 that the library paid on the staff's behalf. Ms. Thompson moved to approve absorbing the cost of the changes. Ms. Rhoden seconded. Discussion: Mr. Pizor asked why it happened and what can be put into place to not have this happen again. This was simply an oversight at the beginning of the calendar year, and staff will need to do double-checks to make sure it doesn't happen again. Motion to absorb the cost passed unanimously.
12. **Public Comment: DauVeen Walker (Employee Council):** Thanked the Board for covering the medical adjustment. Ms. Walker confirmed that staff overwhelmingly preferred logo 4C.
13. **Adjourn:** Mr. Pizor moved to adjourn the meeting. Ms. Thompson seconded the motion. The motion passed unanimously and the meeting adjourned at 7:20 pm.

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