

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



In Attendance:

Claudia Bellony-Atanga, President
Andrew Pizor
Danielle Staudt
Commissioner Amanda Stewart, Ex-officio

Kiran (Ron) Sitoula
Janaya Thompson

Janet Salazar, Executive Director
KennethWayne Thompson, Assistant Director
Jessica Cruse, Human Resources Manager
Jessica Kahan, Acquisitions Manager
Brenda Wendell, Executive Assistant
DauVeen Walker, Employee Council Chairperson

Excused: Dr. William Wise
Margarita Rhoden

Call to Order: Mr. Andrew Pizor called the meeting to order at 5:01 p.m.

- 1. First Order of Business:** Danielle Staudt was sworn in as a member of the Board of Library Trustees.
- 2. New Staff Members:** Ms. Salazar introduced two new staff members: Jessica Kahan, Acquisitions Manager and Brenda Wendell, Executive Assistant.
- 3. Review of June 7th Meeting Minutes:** After making a correction to change the word "are" to "is" after the word "approved" under #6 Financial Report, and to include the date for the next meeting as July 5, 2018, Mr. Pizor made a motion to approve the June 7th meeting minutes as corrected. Mr. Sitoula seconded the motion and the motion passed unanimously.
- 4. Review of June 27th Meeting Minutes:** Mr. Pizor made a motion to approve the June 27th meeting minutes. Ms. Bellony-Atanga seconded the motion and the motion passed unanimously.
- 5. Executive Director's Report:** Ms. Salazar attended the Town of La Plata Comprehensive Plan Kick-Off Meeting and requested to be included on the steering committee working on the next iteration of the Town's plan. In support of the Facilities Master Plan, Waldorf West Branch has now moved to the

recommended One Desk model. Please stop by when leaving today, if you have not already, and you will see what used to be the circulation desk is now the self checkout desk. This is to assist with staff being able to focus on customers on the floor. Legislative Updates: June 11th marked the day that the repeal of the net neutrality rules went into effect. Congressional Review Act is being looked at by the House. Ms. Salazar suggests letting your congressmen know that neutrality is critical for modern libraries. Mr. Pizor suggested drafting a letter for review. Ms. Salazar stated she will do that. Ms. Bellony-Atanga suggested to also post in newspapers, possibly letter to the editors, urging the public to contact their congressmen as well. Ms. Salazar agreed. Ms. Staudt suggested to possibly post on Facebook and Twitter as well. There will be no board meeting in August. On August 15th, Waldorf West will host the Chamber of Commerce Networking Event at noon. Ms. Salazar mentioned that at P.D. Brown a customer recently went back to school as a senior citizen to change careers. She uses the library computers to do her assignments, though she is not comfortable with technology. After several sessions of asking staff for help, she is now confident enough in her skills to purchase her own computer and expressed her appreciation for all the help the staff have given her. Mr. Pizor questioned the \$1,000,000 that was approved for the relocation project. Ms. Salazar clarified that \$1,000,000 has been added to what County has already approved, total is approximately \$5.3 million, about half of that is supposed to come from the sale of the building and the grants. According to the architectural firm that did the Facilities Master Plan, the amount listed translates to an approximate 15,000 SF building, that info was shared with the County.

6. **Financial Report:** Line Item 48400 - Fax Revenue - Ms. Salazar stated that due to a decline in use, our fax revenue is down. We are up on interest and photocopies. Magazine subscriptions are up slightly, may cut that down substantially. Mr. Pizor asked how is it decided what magazines to get? Ms. Salazar mentioned many times there are requests from the community, as well as magazines are barcoded, and also in house use magazines are scanned. The request to not put the magazines back on the rack helps to see which ones are being used. Ms. Salazar explained that the telephone costs went up due to added staff positions. Mr. Pizor asked if there were any questions on the Financial Report. Mr. Sitoula questioned line item 55951 - Innovation Fund - the amount is not reflected on the report in Column One, Annual Budget. Ms. Salazar mentioned that must have been an oversight, she will check with Barbara on that. Mr. Pizor moved to approve the May financial report. Ms. Thompson seconded and the motion passed unanimously.

Old Business

1. **La Plata Building Project Update:** Ms. Salazar provided a Proposed Draft of the Relocation Project and elaborated on the line items. Comments: Commissioner Stewart questioned what board is being referred to for Bullet #2.

Ms. Salazar confirmed it is the Library Board. The relocation project was discussed in detail. Mr. Pizor moved to approve the List of Requirements for the La Plata Library Project as amended. Mr. Sitoula seconded and the motion passed unanimously. Discussion: Mr. Pizor questioned who would receive the list? Ms. Salazar confirmed that it would be submitted to the Commissioners, the Town of La Plata, and others that have a need for a copy. Commissioner Stewart gave the Board of Trustees guidance on how she would suggest moving forward with the project.

2. **EXCITE Innovation Project:** Mr. Thompson referred to the letter from the EXCITE Transformation Team included in the packet that requests \$2,000 from the Innovation Fund to purchase the Drop the MIC Recording Studio. Ms. DauVeen Walker mentioned that at the April Board Meeting she presented an idea for the Drop the MIC Recording Studio to be at the P.D. Brown Library. Ms. Walker then went to Connecticut and presented the idea in front of a panel of approximately 12 judges, and we were awarded \$3,000. The \$3,000 is currently on the way, a letter has been received from the EXCITE Innovation Panel. She also presented the project to the Citizens for Charles County Library, and they have pledged up to \$10,500 (will provide the remaining needed up to \$10,500). Commissioner Stewart asked how much is needed total? Ms. Walker mentioned \$13,327 is the total cost. Mr. Pizor moved to approve the \$2,000 from the Innovation Fund. Mr. Sitoula seconded the motion. Commissioner Stewart asked if the motion could be amended to reflect approving the \$2,000 but please state an acknowledgement that Commissioner Stewart would like to request \$1,000 from the Community Service Account to help out, so that \$1,000 may only be needed from the Innovation Fund. Commissioner Stewart requested a letter be sent to her explaining about the funds received thus far, and she will present a request for \$1,000. Mr. Pizor amended the motion to reflect a potential amount of \$1,000 possibly from the Community Service Account. Ms. Bellony-Atanga asked if a press release would be done, and Mr. Thompson mentioned possibly when the money is received, a press release could be done describing the equipment, what it can be used for. The motion passed unanimously.
3. **Donations Policy:** Mr. Thompson mentioned that some time ago he shared the Gift and Donor Policy with the board, and asked if they have had the opportunity to review it. Mr. Thompson mentioned that the library would like to move forward with the policy, if no changes. Mr. Pizor asked if anyone else would like to make a motion? Mr. Pizor then made the motion to approve the Gift and Donor Policy. Mr. Sitoula seconded the motion and then it was discussed. Commissioner Stewart suggested changing the wording under the Restrictions paragraph to "or designee" after the words "approved in advance by the Library Director". Mr. Thompson agreed. Mr. Sitoula asked if it is possible for the public to pay toward subscription fees, ex. Harvard Business Review? Mr. Pizor asked if this is broad enough to include books, donate a book, resources? Commissioner Stewart asked if Mr. Sitoula could clarify if he meant specific online databases? Mr.

Sitoula clarified. Mr. Thompson mentioned to please look at 3rd paragraph under Purpose. Mr. Pizor mentioned that the paragraph of Restrictions should cover it. Commissioner Stewart suggested adding the wording "unless otherwise specified by donor". Mr. Pizor asked if the purpose could be changed to "Overview", with the first sentence of the paragraph being the actual purpose. Mr. Pizor asked what if someone has an item that is tangible, and suggests changing the heading New Materials to reflect "Used or New Materials". Mr. Thompson agreed. Mr. Sitoula questioned if someone has a used car to donate, can it be accepted? Ms. Salazar mentioned that the library cannot accept a donated car, but that the Citizens for Charles County Public Library can accept. Commissioner Stewart elaborated that the Citizens for Charles County Public Library could accept the used car donation. Mr. Pizor moved to approve the Gift and Donor Policy as amended. Mr. Sitoula seconded the motion, the motion was passed unanimously. There was discussion of a letter sent to the Board of Trustees concerning a library partnership.

New Business

1. Conference Attendance Policy Review: Ms. Salazar mentioned the Conference Attendance Policy is included for review, there have been no changes made to it. No discussion.
2. There was discussion of a letter sent to the Board of Trustees concerning a library partnership.

Public Comment: None

Closed Session: Mr. Pizor made a motion to move to closed session. Mr. Sitoula seconded the motion. The motion passed unanimously and the Board entered closed session at 6:20 p.m.

Return to Open Session: Mr. Sitoula made a motion to return to open session and Ms. Thompson seconded the motion. The motion passed unanimously and the board returned to open session at 6:29 p.m.

Adjourn: Mr Pizor made a motion to adjourn the meeting and Mr. Sitoula seconded the motion. The motion passed unanimously and the meeting adjourned at 6:30 p.m.

Next meeting is at the Waldorf West Branch, Meeting Room B on September 6, 2018 at 5:00 p.m.