

AP

Charles County Public Library
Board of Library Trustees
Minutes
September 6, 2018
5:00 p.m.
Waldorf West Library

In Attendance:

Claudia Bellony-Atanga, President
Andrew Pizor, Vice President
Danielle Staudt
Margarita Rhoden

Kiran (Ron) Sitoula
Janaya Thompson, Treasurer

Janet Salazar, Executive Director
KennethWayne Thompson, Assistant Director
Brenda Wendell, Executive Assistant
Sarah Guy, Programming Coordinator

Call to Order: Ms. Margarita Rhoden called the meeting to order at 5:07 p.m.

- 1. Executive Director's Report:** Ms. Salazar discussed the Network at Noon event, magnets and post-it pads were brought to the event reflecting the new logo. Staff will be helping out at the Adult Spelling Bee on Saturday, September 8, 2018. Summer Reading was extremely successful. We had 2,529 participants, with 40% finishing the program, which is very exciting. The Kid's Grow garden is doing really well, lots of zucchini is growing. The Adopt-A-Book is being relaunched, possibly in October. A new list has been placed on the website. Hoopla is being scaled back to five checkouts per month, due to the costs of Hoopla rising. If we want to continue with Hoopla, we need to look at funding going forward, due to the rising costs. Ms. Bellony-Atanga asked if we have asked Hoopla if they are willing to do anything. Ms. Salazar mentioned that Hoopla suggests scaling back the checkouts. Public libraries throughout the country are also struggling with this issue. Ms. Salazar mentioned that we are modernizing our facilities. P.D. Brown has moved to the one desk model, please go visit if you are able. It is working well. All branches are getting upgrades to security cameras. The Potomac Branch is almost ready to move their computer lab to the floor, and the glass enclosure will be used for a small group study room. The library new website will go live on September 14, 2018. Ms. Salazar provided information on One Maryland, One Book. Ms. Salazar mentioned that a staff member from Waldorf West assisted a young man who brought in poetry that his father had written over his 90 year life and incorporated it into a book, it was very heartwarming. The library really does touch lives in many ways. Ms. Salazar asked for the Staff and Volunteer Appreciation Day to be on December 14th, and asked for board approval to close the library on December 14th, so that staff can have the remaining day off after the luncheon.

Mr. Sitoula made a motion to approve the closing of the library for the Staff and Volunteer Appreciation Day. Ms. Staudt seconded the motion, the motion carried unanimously. Ms. Salazar asked if the board would like to donate toward the Staff and Volunteer Appreciation Day luncheon. Ms. Rhoden made a motion that the Board contribute toward funding the Staff and Volunteer Appreciation Day. Mr. Sitoula seconded the motion. The motion passed unanimously.

2. **Review of July 5th Meeting Minutes:** Ms. Rhoden made a motion to approve the July 5th meeting minutes as presented. Mr. Sitoula seconded the motion; the motion passed unanimously.
3. **Financial Report:** Ms. Salazar mentioned both June and July financial reports are presented for review. Ms. Salazar mentioned the year ended with almost all funding spent. The audit will verify exactly what was spent when it is complete. July financials - accruals in the continuing education, MLA conference grant, and staff development grant line items - FY18 reimbursements received after the fiscal year turned. There was an increase in digital collections, which is 100% Hoopla. Mr. Sitoula questioned line item 46000. Ms. Salazar stated that the interest comes from our fund balance. It is estimated that the Library will earn about \$10,000 in interest this year, based on the FY 18 figures. The \$4,200 was the amount budgeted for FY 18, but the amount earned was much larger. Ms. Staudt asked how many months is recommended for a library - for best practices? Ms. Salazar responded the rule of thumb is approximately three months of operating expenses should be on hand. Mr. Sitoula made a motion to approve the budgets for June and July as presented. Ms. Staudt seconded, and the motion carried unanimously. Ms. Salazar mentioned that Calvert County is very close to eliminating overdue fines, and she would like to get an idea on what the Board thinks about overdue fines. Fines can be a barrier to service, does the Board have strong feelings one way or the other? Discussion followed. Ms. Salazar suggested passports as a library service. Ms. Bellony-Atanga asked how much does the library actually pay for the contract to keep track of the overdue costs, i.e, staff time and all of the pieces that go into fine collections? Mr. Thompson mentioned he could check into providing that information. Ms. Bellony-Atanga made the motion to eliminate overdue/fine fees. Mr. Sitoula seconded the motion. Discussion followed. Ms. Bellony-Atanga withdrew the motion to eliminate overdue/late fines. However, with the statement that the board supports eliminating overdue/late fines, as it evolves across the Tri-County level, and as more information is received. Ms. Thompson suggested that customers could donate to the library, if able. Ms. Salazar mentioned she will bring that up to marketing. Ms. Bellony-Atanga suggested tracking this through metrics, once it is established.

Ms. Salazar mentioned we have separated the Marketing and Development positions into two positions, and asked that a request be made to transfer funds between the two line items. Ms. Thompson made a motion to transfer the requested funds from Salary Hourly to the Salaries line. Ms. Staudt seconded the motion. The motion carried unanimously, no discussion.

Old Business

1. **La Plata Building Project Update:** Ms. Salazar provided two documents for review. Ms. Salazar will provide these documents to the County Administrator, if the Board approves. It was decided that Ms. Salazar should provide the documents to the County Administrator.

New Business

1. **Privacy Policy:** Mr. Thompson presented the Draft Privacy Policy and explained the content of the policy. Ms. Thompson made the motion to approve the Privacy Policy as presented. Ms. Rhoden seconded. The motion passed unanimously.
2. **Program Policy** - Ms. Salazar presented a copy of the library's current Program Policy for review, no changes were recommended, for informational purposes.
3. **Statement of Partnership** - Ms. Salazar provided a copy of the library's current MOU - Statement of Partnership for the Board, for informational purposes.
4. **Logo roll out** - JBK Brand has coordinated the strategy for the rollout. The library is currently working on ordering name tags, shirts, and other materials with the new logo.
5. **New Website** - Raymond Reed presented the new website that will be launched on 9/14, discussion followed.
6. **MAPLA - Per Capita State Aid for Libraries** - Ms. Salazar provided information to the board that was given to her. Ms. Salazar mentioned the library receives approximately 50/55% of material from the State.
7. **Cooperative Borrowing Agreement and ILL Agreement** - these documents were presented for signature (annually).
8. **Complaints** - Responding to complaints was discussed.
9. **Economic Development Department Fall Meeting** - The Economic Development Department has just announced their Annual Fall Meeting that will take place on October 30th from 8-12. Would board want to support as a Sponsor? Mr. Pizor made a motion to support the amount that we did last year. Ms. Thompson seconded. The motion passed unanimously.

Public Comment: The La Plata Rotary is selling tickets to the 9/30 Lobster Fest.

Closed Session: Ms. Rhoden made a motion to move to closed session. Mr. Pizor seconded the motion. The motion passed unanimously and the Board entered closed session at 6:45 p.m.

Return to Open Session: Mr. Pizor made a motion to return to open session and Ms. Rhoden seconded the motion. The motion passed unanimously and the board returned to open session at 7:25 pm.

Adjourn: Mr. Pizor made a motion to adjourn the meeting and Ms. Thompson seconded the motion. The motion passed unanimously and the meeting adjourned at 7:25 p.m.

Next meeting is at the Waldorf West Branch, Meeting Room B on October 4, 2018 at 5:00 p.m.