

Charles County Public Library
Board of Library Trustees
Minutes
October 4, 2018
5:00 p.m.
Waldorf West Library



In Attendance:

Andrew Pizor, Vice President
Janaya Thompson, Treasurer
Danielle Staudt
Margarita Rhoden

KennethWayne Thompson, Assistant Director
Brenda Wendell, Executive Assistant
Barbara Mazor, Programming Coordinator
Jessica Kahan, Acquisitions Manager

Excused: Claudia Bellony-Atanga, President
Kiran (Ron) Sitoula
Janet Salazar, Executive Director

Call to Order: Mr. Andrew Pizor called the meeting to order at 5:04 p.m.

- 1. Introduction of New Staff:** Mr. Thompson mentioned that Ms. Erin Del Signore is the library's new Marketing Director, she began employment on Sept. 19th.
- 2. Review of September 6th Meeting Minutes:** Mr. Pizor made a motion to approve the September 6th meeting minutes as presented. Ms. Staudt seconded the motion; the motion passed unanimously.
- 3. Executive Director's Report:** Mr. Thompson discussed the Executive Director's Report. Mr. Thompson mentioned in reference to Strategic Goal #1, the Chamber of Commerce utilized a library hotspot for the Bounty of the County event, and it went really well. Mr. Thompson mentioned in reference to Strategic Goal #2, the sewing machine lab is doing well. It is up and running at West, and has had good traffic. Mr. Thompson mentioned in reference to Strategic Goal #4, we now have six additional public access computers to expand service to customers. Mr. Thompson mentioned some dates of interest: The Citizens for Maryland Libraries will be at the New Carrollton Branch (Prince George's County Memorial Library System) on November 3rd, for the unveiling of the new library. Mr. Thompson was congratulated on his new membership in the La Plata Business Association. Mr. Pizor had a question about film kits. Discussion followed. Mr. Thompson mentioned that the library received a YALSA grant of \$1,500 to produce a film kit. The goal would be for teenagers to learn and

become involved with the technical steps of creating a film; however, participation is somewhat low, and Mr. Thompson mentioned also that efforts to reach out to other counties has been done. Mr. Pizor asked if there are any requirements in terms of usage that need to be met for the grant? Mr. Thompson mentioned there is a strict requirement to report a status by November 1, 2018, and a narrative has been started for the report. Mr. Thompson mentioned it would be beneficial to gain participation so that the report could include a submitted film. The report would include how the library marketed the grant, and responses received. Mr. Thompson mentioned the library would like to circulate the equipment. Market research was discussed. Ms. Staudt suggested contacting local schools to inquire of an interest in participation. Ms. Staudt also asked if a flyer could be provided, and she would be happy to distribute among some teachers. Mr. Thompson mentioned he would obtain a flyer. Mr. Thompson mentioned that at the last Director's Meeting, in regards to going fine free for overdue books, Calvert County is going fine free, and St. Mary's County is currently waiting on Charles County to decide. There will be another Director's meeting on October 29th. Mr. Thompson would like to inquire of the Board thoughts and feedback on going fine free, possibly moving to fine free effective January 1, 2019. The revenue received from overdue fines was discussed. Ms. Thompson mentioned her input of last month, asking what revenue would replace the loss of revenue for going fine free? Mr. Thompson concluded that he has applied for the library to become a Passport Acceptance Facility. It takes approximately 4-6 months to become an accepted facility upon application. Some expense and revenue data reported from other library systems who are currently passport acceptance facilities was shared. Mr. Thompson mentioned there is frequently a line at the post office to acquire a passport. Mr. Pizor mentioned possibly fundraising could be done in order to help. Ms. Thompson mentioned again the possibility of asking customers who would have had to pay fines that are now waived, if the customer would like to donate some funds to the library. Ms. Staudt asked about the fine revenue total, if it is broken down between overdue fines and replacement fines. Mr. Thompson mentioned he will check into if coded separately, to break down the costs. Mr. Thompson mentioned that the library auditor, Mr. Greg. Ferguson, has not yet received some needed documentation from the County, therefore, the audit review was removed from the agenda for this board meeting. It was discussed and agreed that the audit review be scheduled to occur at the next board meeting, Nov. 1st. Mr. Thompson mentioned that on October 8th, there will be a Polaris upgrade, led by SMRLA. All information about the upgrade has been posted on the library website and shared at the branches. Mr. Thompson mentioned an email was sent out to the Board regarding the suggested date of October 12th by Commissioner Stewart for a meeting between the Board of Trustees and Life Journeys Writers Guild. Two members are unable to attend, two members can attend, two members have not yet responded. The Board of Trustees business cards with the new logo were handed out.

Ms. Staudt inquired of a timeframe for the new signage at the branches that encompass the new logo. Mr. Thompson explained that the signage is on the list of the logo rollout items.

- 4. Financial Report:** Mr. Thompson discussed the Financial Report. Mr. Thompson mentioned the library Bookkeeper, Ms. Mazor, is in attendance. Mr. Thompson mentioned the library is within budget. Mr. Thompson discussed the Continuing Education line item. The Financial Report was discussed. It was mentioned that the color coding to the Financial Report is well liked. In regards to the Trustee Expense Line Item, Ms. Rhoden mentioned that an upcoming conference will be in DC next year. The ALA conference - United for Libraries session is scheduled for June 20-25, 2019. Ms. Rhoden suggested that board members attend, recommends this as very beneficial. The kindergarten readiness grant was discussed. The purchase of the public access computers was discussed. Mr. Pizor made the motion to accept the Financial Report as presented. Ms. Staudt seconded the motion, the motion passed unanimously.

Old Business

- 1. Staff and Volunteer Appreciation Luncheon:** A cost breakdown was provided to the board with three options: Preferred Budget, Smaller Budget and the Lowest Budget. Mr. Thompson mentioned the library would ask the board to consider either the Smaller Budget or the Lowest Budget. Mr. Pizor moved to approve the Smaller Budget of \$1,470. Ms. Rhoden seconded the motion. The motion passed unanimously. Discussion followed in regards to the actual cost for the food for the Staff and Volunteer Appreciation Luncheon.
- 2. Adopt-A-Book Relaunch:** Ms. Kahan discussed the Adopt-A-Book re-launch, there are now new books listed for adoption. The library is curating monthly lists. Each month has a theme, between 15 to 25 titles approximately. For October, the list is called Adopt-A-Vox, these are audio books. Ms. Kahan mentioned the Adopt-A-Book relaunch is advertised in the library e-newsletter, Twitter, and possibly on Facebook as well. Ms. Kahan mentioned the themes for November, December and January 2019 lists. Discussion followed in regards to the participation level of the adoption of the books. Options to increase participation were discussed. Ms. Thompson inquired if electronic books can be adopted? Ms. Kahan mentioned the costs for e-books vary. The Recommend A Book link that is currently on the website was discussed as an option to possibly reach out to customers who recommended a book to ask if the customer would like to adopt a book.
- 3. Policy Review - Patron Conduct Policy, Rules of Conduct-Expanded, Public Computer Policy:** Mr. Thompson provided the current Patron Conduct Policy, Rules of Conduct-Expanded Policy and the Public Computer Policy for the board's review. Mr. Thompson noted that no major changes to the content have been made. In Ms. Bellony-Atanga's absence, Mr. Pizor signed the above

mentioned policies, as well as the Privacy Policy that Ms. Bellony-Atanga had signed at the last board meeting. The Privacy Policy required a new signature because slight punctuational changes were made within the document, and the wording was revised under Photography Policy.

4. **Other Discussion:** Ms. Rhoden mentioned that the board previously agreed to be signatories to the Southern Maryland Regional Library. The board previously agreed that three representatives would represent Charles County at SMRLA. Two representatives are from the Board of Trustees, the third representative can be from the public. Ms. Rhoden stated there is currently only one representative, and there is a need for two more, in order for Charles County Public Library to be properly and adequately represented. Currently, the annual meeting is scheduled to be in April, the date has not yet been set for next year. Mr. Pizor suggested that the library advertise for the position on the website. Mr. Thompson agreed and asked Ms. Rhoden to please send some parameters of what the duties would entail for someone to serve as a representative. Ms. Staudt asked when do the SMRLA Board of Trustees meet? Ms. Staudt mentioned there is a possibility that she could begin attending those meetings in January 2019. Ms. Rhoden asked if the board could appoint Ms. Staudt as a representative without a motion being necessary, the board agreed no motion was needed. Ms. Staudt was appointed and named a representative, effective January 2019. The library will continue to seek out a third representative from the public. Ms. Rhoden suggested Ms. Staudt also attend a SMRLA orientation. Ms. Rhoden inquired about when insurance renewals will come up for review. Mr. Thompson mentioned he will check into the timeframe. Ms. Thompson asked when is the next Citizens meeting? Mr. Thompson mentioned they met last on September 24th, and that the next Citizens meeting date has not yet been posted.

New Business: None

Public Comment: None

Adjourn: Ms. Rhoden made a motion to adjourn the meeting and Ms. Staudt seconded the motion. The motion passed unanimously and the meeting adjourned at 6:00 p.m.

Next meeting is at the Waldorf West Branch, Meeting Room B on November 1, 2018 at 5:00 p.m.