



Charles County Public Library
Board of Library Trustees
Minutes
November 1, 2018
5:00 p.m.
Waldorf West Library

In Attendance:

Claudia Bellony-Atanga, President (dialed-in)
Andrew Pizor, Vice President
Janaya Thompson, Treasurer
Kiran (Ron) Sitoula
Danielle Staudt
Margarita Rhoden

Janet Salazar, Executive Director
KennethWayne Thompson, Assistant Director
Brenda Wendell, Executive Assistant
Barbara Mazor, Bookkeeper
Greg Ferguson, Murphy & Murphy

Call to Order: Ms. Claudia Bellony-Atanga called the meeting to order at 5:03 p.m.

Old Business:

1. **Audit Review:** Ms. Rhoden introduced the first item on the agenda as the Audit Review, presented by Greg Ferguson of Murphy & Murphy. Mr. Ferguson provided a copy of the audit review, and elaborated on the audit. Mr. Ferguson mentioned Murphy & Murphy is of the opinion of having no reservations, and the library's Financial Statements are in all respects in conformity with Governmental auditing standards. Ms. Thompson made a motion to accept the audit for the year ended June 30, 2018. Ms. Staudt seconded the motion; the motion passed unanimously.

New Business:

1. **FY 2020 Proposed Budget:** Ms. Salazar discussed the proposed budget for FY 2020. Overall, the FY 2020 proposed budget is approximately a 6 to 7% increase from this year. Another COLA and merit increase for staff is included in the budget request. Ms. Salazar mentioned it is extremely important to increase our digital line item, if we would like to continue to offer Hoopla, due to Hoopla being used so often. Discussion followed. Ms. Rhoden made a motion to approve the FY 2020 proposed budget as presented. Ms. Staudt seconded the motion; the motion passed unanimously. Discussion followed. Mr. Sitoula suggested pursuing additional hotspots as an option was discussed. Mr. Thompson updated the Board on the status of the Drop the Mic launch.

2. **Discussion and Review of October 26th Meeting Minutes:** Mr. Sitoula discussed the 10/26 meeting details. It was discussed that a revised standard partnership agreement template would be developed over the next few months, with an expectation of completion by January 2019, to be presented at the February 2019 board meeting. It was suggested that the Board would be active in reviewing and finalizing the revised partnership agreement. Mr. Sitoula suggested the Board will provide a list to the library of vague language in the current agreement for revision. It was suggested a process be determined in relation to if a dispute arises. It was suggested a checklist be implemented in regards to the standard partnership agreement. It was suggested a specific narrative for each partnership agreement, since all partnership agreements may have unique, specific items to address within the agreement. Ms. Thompson asked would current partnership agreements also be revised? Ms. Salazar mentioned that the library renews agreements annually, so that each partnership would receive a revised partnership agreement. It was decided that a revised partnership agreement template and a proposed resolution process by the February 2019 board meeting. Ms. Rhoden made a motion to approve the October 26th meeting minutes as presented. Ms. Staudt seconded the motion, and the motion passed.
3. **Review of October 4th Meeting Minutes:** Ms. Rhoden made a motion to approve the October 4th meeting minutes as presented. Mr. Pizor seconded the motion; the motion passed unanimously.
4. **Executive Director's Report:** Ms. Salazar mentioned the Legislative Breakfast at SMRLA will be on 11/27 at 8:30 a.m. Ms. Salazar mentioned bed bugs are becoming a more prevalent problem in libraries, the Director's agreed to have regular inspections quarterly, and also to have a maintenance contract for all of the library systems in southern MD, this is being led by Calvert County. Viruses were found on two computers, and the library has updated our computer anti-virus software. Ms. Salazar provided an outline of duties/expectations of board members and positions from the 2009 MD Library Trustee manual. Ms. Salazar provided a copy of the general County Maintenance Timeline. For anything specific, the library can call the County to request maintenance. Mr. Sitoula mentioned he attended the Economic Development Meeting and it was a well attended event, and he thanked the library for inviting the Board.
5. **Financial Report:** Ms. Salazar discussed the Financial Report. Ms. Salazar discussed the Budget Memo provided. It was decided to prepare the memo quarterly. Ms. Salazar mentioned fine revenue is down. Photocopies and interests are continuing to go up. The fund balance currently represents 4.7 months of operating expenses. Mr. Pizor asked the status of the passport process. Mr. Thompson mentioned the application has been submitted. It normally takes about 3 months from application to completion. Mr. Pizor made a

motion to approve the Financial Report. Ms. Rhoden seconded the motion; the motion passed unanimously.

Public Comment:

- a. **Ms. Yvonne Medley:** Ms. Medley from Life Journeys Writers Guild addressed the board with comments related to the partnership agreement between CCPL and Life Journeys Writers Guild.
- b. **Ms. Yvonne Jones:** Ms. Jones addressed the board with comments related to the partnership agreement between CCPL and Life Journeys Writers Guild.

Closed Session: Ms. Rhoden made a motion to move to closed session. Ms. Thompson seconded the motion. The motion passed unanimously and the Board entered closed session at 7:00 p.m.

Return to Open Session: Ms. Rhoden made a motion to return to open session and Mr. Pizor seconded the motion. The motion passed unanimously and the board returned to open session at 7:10 pm.

Adjourn: Mr. Pizor made a motion to adjourn the meeting and Ms. Staudt seconded the motion. The motion passed unanimously and the meeting adjourned at 7:10 p.m.

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

