



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

In Attendance:

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

Janet Salazar, Executive Director
KennethWayne Thompson, Assistant Director
Brenda Wendell, Executive Assistant
Erin Del Signore, Marketing Manager
Algeania Freeman, Development Manager
Dondre Craig, Public Services Associate
Christopher Lindstrom, Public Services Associate

Call to Order: Ms. Claudia Bellony-Atanga called the meeting to order at 5:00 p.m.

- 1. Introduction of New Staff:** Dondre Craig, new part-time PSA at Potomac; Christopher Lindstrom, new part-time PSA at Waldorf West; Erin Del Signore, new Marketing Manager; Algeania Freeman, new Development Manager were introduced by Ms. Salazar.
- 2. Review of November 1st Meeting Minutes:** Mr. Pizor made the motion to approve the minutes as provided. Ms. Rhoden seconded, the motion passed unanimously.
- 3. Executive Director's Report:** Ms. Salazar mentioned the library received a \$7,000 grant from the Charles County Arts Alliance (CCAA) to provide artistic programs for the library. The library participated in the Re Entry fair for the Charles County Detention Center. Ms. Abby Worden from Mobile Services and Ms. Jennika Coleman from West spoke with 90 attendees and issued 19 new cards. A marketing push for our Adopt-A-Book program has resulted in multiple adoptions, that relaunch is going really well. A thanks to Mr. Pizor for suggesting a marketing push. The new Drop the Mic studio booth has arrived at P.D. Brown, we are just waiting to place the equipment inside. Ashley Teagle, Branch Manager at Waldorf West, has resigned, effective the end of the month.

Ms. Teagle has accepted an Executive Director's position at Wicomico County Public Library System. Judy Creech retired on December 1st, so there are some openings that we are seeking candidates to fill. Ms. Salazar mentioned that Calvert County has presented to their commissioners of how they will be going fine free. A timeline is being put together, possible early 2019 will be when it begins. They will still have fines for anything lost or damaged. Overdue fines will be gone, they are asking a quicker turnaround time on clearing an item off, preferably 3 weeks. Ms. Salazar mentioned she understands that the board is still in negotiations about going fine free. Ms. Salazar mentioned the Save the date: on March 13th Adam Gidwitz, an author, will be visiting Waldorf West. Discussion followed. External signage with the new library logo was discussed. Ms. Del Signore mentioned the library is currently receiving quotes for the new signage. It was discussed that Hoopla had a decrease of approximately \$1,000 due to patrons only being allowed to check out five (5) per month. It was mentioned that interviews for the West Branch Manager position will be held on 12/17 and 12/18. Ms. Bellony-Atanga made a motion to accept the Executive Director's Report. Mr. Pizor seconded, the motion passed unanimously.

4. **Financial Report:** Ms. Salazar mentioned we are right on track with the financial report. Ms. Salazar mentioned that we are getting reimbursements for Continuing Education from SMRLA for people taking MLS classes. Ms. Salazar mentioned she had a request from a commissioner to include additional hot spots. Ms. Salazar is now re-submitting the budget with additional hotspots included for approval. The additional 55 hotspot devices are an increase of \$8,800. Ms. Thompson inquired if there is an additional cost for the hotspot equipment? Ms. Salazar mentioned the devices are free, we mostly pay for the service, which is reflected in the telephone line item. Mr. Pizor questioned if the hotspots were a flat fee? Ms. Salazar responded that they are a flat fee. Ms. Salazar confirmed that if the library would like to reduce the amount of hotspots, the library can make changes monthly. Mr. Pizor asked if the locations where hotspots are being used could be mapped out. Ms. Salazar mentioned she will provide a mapping. Mr. Pizor made a motion to approve the Financial Report, Ms. Rhoden seconded the motion, the motion passed unanimously. Ms. Thompson made a motion to accept changes as presented for the FY 2020 budget. Mr. Pizor seconded, the motion passed unanimously.

New Business:

1. **Insurance Renewal Documents:** Ms. Salazar mentioned that the insurance documents presented are for review. Mr. Larry Sanders is scheduled to attend the January board meeting. If the board has any questions, please provide them to Ms. Salazar, as an approval of the insurance coverage will need to be made in January 2019.

Mr. Sitoula asked Ms. Salazar if the library could do a comparison for the same insurance coverage in other jurisdictions. Ms. Salazar responded that she will provide a comparison. Mr. Pizor inquired if our insurance coverage includes damage from internet hacking, ransomware, etc., whether a recipient, or from a library computer? Ms. Salazar mentioned she will check on the specifics and provide. Ms. Bellony-Atanga requested that any changes or edits be highlighted.

2. **Development Plan:** Dr. Freeman presented five objectives that compliment the goal in the strategic plan for fundraising. The first objective includes developing a strong giving program. The library proposes that the Executive Director will send out a letter announcing the annual giving program. From the annual giving program, the second objective is to develop a special events program. Dr. Freeman mentioned the library would want to work with the board on planning this special event, whether it is an event at the West library, or a Valentine's Day event where you could bring your significant other. Another suggestion would be a murder mystery dinner. This would be a signature annual event as a fundraiser and also as a marketing event. The third objective would include developing a planned giving program. Dr. Freeman mentioned she has noticed that there are a lot of active adult communities in Charles County. Dr. Freeman mentioned the library should start reaching out to seniors, and also find a law firm that can develop a planned giving program. As a part of the capital campaign to build a new La Plata branch, Dr. Freeman mentioned it would include \$90,000 to upgrade the technology at the WEST branch. Dr. Freeman mentioned the library would need board leadership involved in order to implement the capital campaign, as well as leaders in the community who would be willing to help the library implement a capital campaign. Dr. Freeman mentioned she has found a lot of friends who have mentioned they want to be involved. Dr. Freeman stated Ms. Salazar, our Executive Director, has been going out into the community also, meeting leaders. Dr. Freeman asked the board if they have persons they would like to recommend to please let her know so they may be contacted, if the board decides to approve the capital campaign. The fifth objective deals with research. Dr. Freeman mentioned the library is in the process of finding foundations and other funding agencies to reach out to and submit applications. Dr. Freeman met with the owner of the La Plata Chick-fil-A, he recommended contacting the national Chick-fil-A foundation. Dr. Freeman mentioned the Gladys Brooks Foundation as a possible donor, or as a possible grant opportunity. Ms. Salazar mentioned a board fundraising survey is included in the board packet. Dr. Freeman mentioned the board takes the lead in the fundraising. There was discussion of payroll deductions for donations. There was discussion of the capital campaign. Ms. Bellony-Atanga moved to discuss the Life Journeys Writers Guild.

Public Comment:

Ms. Bellony-Atanga explained that there is a three minute speaking limit, and only those who have signed the Public Comment sheet are allowed to share a public comment.

- a. Ms.Hunt addressed the board with comments related to the partnership agreement between CCPL and Life Journeys Writers Guild.
- b. Ms. Lee addressed the board with comments related to the partnership agreement between CCPL and Life Journeys Writers Guild.
- c. Mr. Alveta addressed the board with comments related to the partnership agreement between CCPL and Life Journeys Writers Guild.
- d. Ms. Medley addressed the board with comments related to the partnership agreement between CCPL and Life Journeys Writers Guild.
- e. Delegate Wilson addressed the board with comments related to the partnership agreement between CCPL and Life Journeys Writers Guild.
- f. Mr. Young addressed the board with comments related to the partnership agreement between CCPL and Life Journeys Writers Guild.

Old Business:

1. **Revised Partnership MOU Template:** Ms. Bellony-Atanga thanked everyone for looking into this, and indicated the Board has a goal to enhance and to move things forward. Commissioner Stewart presented suggestions and thoughts relative to the revised partnership MOU template. Discussion followed. Mr. Pizor made a motion to authorize Ms.Salazar to negotiate a new partnership agreement with Life Journeys Writers Guild, and to encourage Ms. Salazar to have a sit down meeting to go through any items on dispute so everyone is clear moving forward. Ms. Bellony-Atanga seconded. Discussion followed. Ms. Staudt inquired if this will consider the new agreement, or to move forward with what is currently in place? Mr. Pizor mentioned it would be for the new agreement. Mr. Pizor amended his motion to authorize the Executive Director to negotiate a new partnership with Life Journeys Writers Guild, subject to the newly drafted Memorandum of Understanding, that will be discussed later. Ms. Staudt seconded, and the motion passed unanimously. Specific suggested revisions to the MOU was discussed.

Closed Session:

Ms. Rhoden made a motion to close the open session, Mr. Pizor seconded, the motion passed and the Board enter closed session at 6:50 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 7:47 pm. Ms. Staudt made a motion to appoint the first candidate as a new Board member and ask the second candidate if she would defer to February until another vacancy would open. Mr. Pizor seconded, and the motion passed unanimously. Ms. Staudt made the motion to accept the DRAFT Development Plan as presented. Mr. Sitoula seconded, and the motion passed unanimously.

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 7:55 p.m.

Next meeting is at the Waldorf West Branch, Meeting Room B on January 3, 2019 at 5:00 p.m.

