



Charles County Public Library  
Board of Library Trustees  
Minutes  
January 3, 2019  
5:00 p.m.  
Waldorf West Library

**In Attendance:**

Claudia Bellony-Atanga, President  
Janaya Thompson, Treasurer  
Kiran (Ron) Sitoula  
Danielle Staudt  
Margarita Rhoden

Janet Salazar, Executive Director  
Brenda Wendell, Executive Assistant  
Larry Sanders, Edward L. Sanders Insurance Agency, Inc.

**Excused:** Mr. Andrew Pizor

**Call to Order:** Ms. Claudia Bellony-Atanga called the meeting to order at 5:07 p.m.

- 1. Insurance Renewal Documents** - presented by Mr. Larry Sanders. Mr. Sanders answered questions related to insurance costs and comparisons with other libraries, and described what impacts premium rates. Also discussed were coverages such as Workers Compensation, claims frequency and severity, and potential employment practices liability claims costs. Mr. Sanders stated that all library computers in regards to ransomware are covered under the Cyber Risk Policy. The Management Liability Policy was discussed. It was discussed that a claims team is available when necessary. Insurance coverage pertaining to partnership agreements was discussed, in relation to the partner having insurance as well, or if the library retains the only insurance coverage in the agreement. Discussion followed.
- 2. Review of December 6th Meeting Minutes:** Ms. Rhoden made the motion to approve the minutes as presented. Ms. Staudt seconded, the motion passed unanimously.
- 3. Executive Director's Report:** Ms. Salazar stated there are four projects currently being discussed by the Tri-County directors, and requested the Board to please ask SMRLA about the status of these projects at the next board meeting. These four items the directors would like to keep in the forefront: RFID (Charles County already has), Hoopla Spending, Educational support, credit card readers (Charles County already has).

Ms. Shannon Bland has accepted the Branch Manager position at West. Ms. Sarah Guy has resigned from the Library. IMLS has been reauthorized through FY 2025. Please save the date for Maryland Library Legislative Day on Feb. 5th. Also, Feb. 28th is the Southern Maryland Reception in Annapolis. Ms. Salazar stated that Dr. Freeman has had a tour of the Velocity Center in Indian Head, MD, and is in the process of preparing a plan of how the library may be able to have a presence there. Mr. Sitoula described the Velocity Center. Ms. Salazar mentioned that a planning luncheon is underway for the library project. The luncheon will be held at the La Plata branch so that all involved can see what the need is there. Ms. Bellony-Atanga requested if a dashboard could be implemented once again into the Executive Director's report. Ms. Bellony-Atanga motioned to accept the Executive Director's report. Ms. Thompson seconded the motion, the motion passed unanimously. Discussion followed.

4. **Financial Report:** Ms. Salazar mentioned the line item Donations and Innovations entails the Drop the Mic studio. Ms. Salazar stated that we are on target with regard to the financial report. Ms. Bellony-Atanga made a motion to approve the financial report as presented. Ms. Staudt seconded the motion. Discussion followed. The motion carried unanimously.

#### **Old Business:**

1. **Revised Partnership MOU template:** Ms. Salazar mentioned the feedback received from partners was sent to the board and is included in the board packet. Discussion of the revised partnership MOU template followed. Ms. Bellony-Atanga made a motion to accept the Draft Revised Partnership MOU template with the changes discussed in this board meeting. Ms. Staudt seconded the motion, the motion carried unanimously. Ms. Bellony-Atanga made the motion to accept and include the Alternate Wording suggestion into the library programming policy. Mr. Sitoula seconded the motion. The motion carried unanimously. It was stated the revised MOU will next be reviewed by legal counsel.

#### **New Business:**

1. **Board Retreat Proposal:** Ms. Salazar presented the Board Retreat proposal. Discussion followed. Mr. Sitoula motioned to approve the Board Retreat. Ms. Rhoden seconded the motion, the motion passed unanimously.
2. **Strategic Plan Process:** Ms. Salazar mentioned the library is waiting to hear if a grant will be provided to help with costs; however, the library has moved forward with a consultant. Ms. Salazar stated that SMRLA mentioned that if no grant is received, SMRLA will try to assist with a portion of the costs. The Library is moving forward with the Strategic Plan process. The Consultant has requested that a board member join the Strategic Plan Committee, representing

CCPL's Strategic Plan. Meetings are expected to start near the end of January.  
Ms. Salazar asked if a board member is interested, please let her know.  
Ms. Salazar said further information will be provided once received.

**Public Comment:**

1. Mr. Ron Sitoula addressed the board with comments about library systems and also partnership agreements.

**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 6:25 p.m.

Next meeting is at the Waldorf West Branch, Meeting Room B on February 7, 2019 at 5:00 p.m.