



Charles County Public Library
Board of Library Trustees
Minutes
February 7, 2019
5:00 p.m.
Waldorf West Library

In Attendance:

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

Janet Salazar, Executive Director
KennethWayne Thompson, Assistant Director
Brenda Wendell, Executive Assistant

Excused: Andrew Pizor, Vice President

Call to Order: Ms. Claudia Bellony-Atanga called the meeting to order at 5:08 p.m.

1. **First Order of Business:** Vesselina Stoytcheva was sworn in as a member of the Board of Library Trustees.
2. **Review of January 3rd Meeting Minutes:** Ms. Staudt made the motion to approve the minutes as presented. Ms. Rhoden seconded, the motion passed unanimously.
3. **Executive Director's Report:** Ms. Salazar mentioned interviews have been done for the Branch Manager position at the Potomac Branch. MD Library Legislative day went well. Ms. Salazar stated that they were able to meet with the majority of the delegates, and a packet of library information was left for those they were unable to meet with. They were unable to meet with Senator Ellis; however, they were able to meet with his aides around 4:00 p.m. At the reception, Ms. Salazar was able to speak to Senator Miller. Ms. Salazar mentioned the Strategic Planning meeting at SMRLA will be on February 28th. The Strategic Planning committee includes: Mike Bellis, Commissioner Stewart (will try to attend as much as possible), Dedra VanGelder, Taylor Yewell, Mayor James, Janice Wilson, Kiran (Ron) Sitoula, Vince McGee, Paul Sanford, Jonnetta Moiso, Karen Wilson, and KennethWayne Thompson. The Southern Maryland delegation reception is on February 28th from 7 p.m to 9 p.m. SMRLA has two tickets, please let Ms. Salazar know as soon as possible if any board member would like to attend. Ms. Salazar stated that a board date for the retreat should

be finalized. It was decided to extend the board retreat date option out until the second half of April or May. The MD State Library will be sending out grants again for the MLA Conference, this allows us to send more people to the conference. Ms. Salazar met with Commissioner Coates about the Potomac Branch in regards to a possible renovation or the possibility of a different location, in consideration of the Facilities Master Plan.

4. **Financial Report:** Ms. Salazar mentioned fine revenue is down and that was anticipated. Photocopy is slightly up. Continuing Education appears over the amount; however, that is due to when staff attend classes, we are on target. The Innovation Fund is inclusive of the Drop the Mic studio funds. Ms. Salazar stated that at the next all staff meeting at P.D. Brown, there will be a Drop the Mic demonstration. 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. **SMRLA Board Meeting Report:** Ms. Rhoden mentioned that SMRLA is attempting to make a tricity universal amount for tuition education support. \$30,000 has been approved; however, details on how the money will be appropriated has yet to be finalized.
2. **Status of MOU template project:** Ms. Salazar mentioned a copy of the template was given to the library attorney. Ms. Salazar mentioned that the library and Life Journeys Writers Guild had a meeting and it was very productive. Over the next few days, a revised MOU between CCPL and LJWG will be finalized.

New Business:

1. **Social Media Policy Review:** Ms. Salazar presented the library social media policies. The public social media policy had no changes, it is being given for reference. The revisions to the social media policy for staff that is incorporated into the handbook were discussed. Ms. Rhoden made a motion to approve the staff social media policy as presented, with recommended changes discussed at the board meeting. Mr. Sitoula seconded the motion, and the motion carried unanimously.
2. **Turnover at Potomac Branch:** Discussion occurred regarding turnover at the Potomac Branch.
3. **Farewell to Marge Rhoden:** Ms. Rhoden has resigned from the board effective February 7th; farewells and best wishes were extended to Ms. Rhoden.

Public Comment: None

Adjourn: Ms. Rhoden made a motion to adjourn the meeting and Mr. Sitoula 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 March 7, 2019 at 5:00 p.m.