

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



In Attendance:

Claudia Bellony-Atanga, President
Andrew Pizor, Vice President (via phone)
Kiran (Ron) Sitoula
Danielle Staudt
Vesselina Stoytcheva
Samantha Lynch Johnson

Janet Salazar, Executive Director
KennethWayne Thompson, Assistant Director
Brenda Wendell, Executive Assistant
Jessica Cruse, Human Resources

Excused: Janaya Thompson, Treasurer

Call to Order: Mr. Ron Sitoula called the meeting to order at 5:01 p.m.

1. **First Order of Business:** Samantha Lynch Johnson was sworn in as a member of the Board of Library Trustees.
2. **Review of February 7th Meeting Minutes:** Ms. Staudt made the motion to approve the minutes as presented. Ms. Stoytcheva seconded, the motion passed unanimously.
3. **Executive Director's Report:** Ms. Salazar mentioned the Marketing Department designed the t-shirts for the Tri-County Summer Reading Program this year. Ms. Salazar thanked Jasmine Carmona for her design. Ms. Salazar mentioned the Job Fair for Young Adults program is upcoming on March 27th, and CCPL has 12 organizations currently listed as participating: Taco Bell, Lowe's of La Plata, Wintergreen Landscape Maintenance, Transamerica Agency Network, U.S. Army, Old Navy, Charles County Parks and Recreation, Charles County Sheriff's Office, Chick-Fil-A Waldorf, Zekiah Technologies, Job Corps, and World Gym. Ms. Salazar mentioned the 3D Printing Basics and Intermediate Program - people are learning how to use 3D printers at the library. Under Strategic Goal #4, there were three different dates tentatively scheduled for the launch of the Drop the Mic studio. March 20th is the confirmed date, from 4:00 to 6:30 p.m. Mr. Sitoula plans to attend. Ms. Salazar asked if any other board members may be attending? Ms. Salazar stated that Commissioner Coates

plans to attend also. Ms. Salazar mentioned that a board roster is being passed around, if the board members would please verify contact information, it will then be forwarded to the Commissioners office for their records.

4. **Financial Report:** Ms. Salazar mentioned the Grant Reimbursement line item 46500 Misc. Income - about \$21,000 is reflected for grant reimbursement. Under Expenses Line 54800 - reflects the money spent to have new computer furniture installed at P.D. Brown and shelving at the La Plata branch. Ms. Bellony-Atanga made a motion to approve the financial report as presented. Ms. Staudt seconded the motion. Discussion followed. The motion carried unanimously.
5. **Proposed FY19 Budget Change Request:** Line Item 53880 - Digital Collections - FY19 - request an additional \$10,000 from prior years reserves to Line Item 53880 - Digital Collections to cover the anticipated cost of continued use of the Hoopla database by customers. Mr. Pizor made the motion to approve the Budget Change. Ms. Staudt seconded the motion, the motion carried unanimously.
6. **Proposed FY20 Proposed Budget Change Request:** Ms. Salazar mentioned the other Budget Change Request is an Amendment to the Proposed Budget FY 2020 - Line Items 66000 and 66700, Salaries and Salary-Hourly. Ms. Staudt made the motion to approve the Proposal Budget FY 2020. Ms. Lynch Johnson seconded the motion, and the motion carried unanimously. Mr. Sitoula asked if there is a need for the library to retain interns. Ms. Salazar mentioned we do not currently pay for interns. The County has a program that we can be part of for paid summer interns, however, the library does not pay for interns at this time.

Old Business:

1. **SMRLA Board Meeting Report:** Ms. Staudt mentioned that at the SMRLA board meeting, the quorum matter within the counties was discussed, and she asked for the board's input on this. Mr. Sitoula mentioned SMRLA has always met during office hours; it makes it difficult for board members who work full time to attend the meetings. Mr. Sitoula suggested possibly an evening meeting, or if not possible, if there is advance notice given of a specific issue that will be voted upon at an upcoming SMRLA board meeting, possibly give the date/time in advance. It may then be possible that a board member or more could take that time off of their job to be at the meeting. Mr. Pizor suggested even a Saturday meeting, if there is going to be anything voted on. Mr. Thompson mentioned that last week was the 1st Strategic Team meeting. The Ivy Group will send each county library instruction on the next steps. There are members in our community that the library plans to have an executive interview/discussion regarding the Library and the Community in relation to the Strategic Plan.

2. La Plata Relocation Project:

Ms. Bellony-Atanga proposed that someone on the board be a liaison on a New Library Committee. This board member should attend the La Plata Relocation Project meetings, and the board should also become proactive and develop additional financing.

New Business:

1. **Collection Development Policy Review:** Mr. Thompson reviewed the updated Collection Development Policy. The information under the Purpose part of the document was updated. Mr. Sitoula mentioned he would like to take some time to review the Collection Development Policy and provide feedback. Mr. Pizor asked if we could produce a redline copy of the changes. The streaming content process was discussed. It was decided to revisit the Collection Development Policy at the April meeting, after reviewing. Ms. Bellony-Atanga questioned where diversity and inclusion is addressed within the Collection Development Policy. Ms. Stoytcheva pointed out a mention of diversity within the document, Mr. Thompson mentioned the library will elaborate more on diversity and inclusion within the document.
2. **Purchasing, Inventory, and Dispossession Policy Review:** Ms. Salazar mentioned this policy has no changes except for one: Pages 3, 5, 6 and 7: in regards to anything that is \$10,000 or more requires a board signature/approval; previously that amount was \$5,000. Mr. Sitoula made the motion to approve the Purchasing, Inventory, and Dispossession Policy. Ms. Stoytcheva seconded the motion, the motion carried unanimously.
3. **Farewell to Janet Salazar:** Ms. Salazar has resigned from CCPL to pursue an Executive Director position elsewhere; farewells and best wishes were extended to Ms. Salazar.

Public Comment:

- a. Ms. Yvonne Medley addressed the board with comments related to the partnership agreement between CCPL and Life Journeys Writers Guild.
- b. Mr. Robert Medley addressed the board with comments related to the partnership agreement between CCPL and Life Journeys Writers Guild.

Closed Session: Mr. Sitoula made a motion to move to closed session. Ms. Bellony-Atanga seconded the motion. The motion passed unanimously and the Board entered closed session at 6:33 p.m.

Return to Open Session: Ms. Bellony-Atanga made a motion to return to open session and Mr. Sitoula seconded the motion. The motion passed unanimously and the board returned to open session at 7:15 p.m.

Adjourn: Ms. Bellony-Atanga made a motion to adjourn the meeting and Ms. Staudt seconded the motion. The motion passed unanimously and the meeting adjourned at 7:17 p.m.

Next meeting is at the Waldorf West Branch, Meeting Room B on April 4th, 2019 at 5:00 p.m.