



Charles County Public Library
Board of Library Trustees
Minutes
April 4, 2019
5:00 p.m.
Waldorf West Library

In Attendance:

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

KennethWayne Thompson, Interim Executive Director
Lloyd Jansen, Acting Assistant Director
Brenda Wendell, Executive Assistant
Jessica Cruse, Human Resources
Barbara Mazor, Bookkeeper
Algenia Freeman, Development Manager

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

1. **Review of March 7th Meeting Minutes:** Mr. Pizor made the motion to approve the minutes as presented. Ms. Staudt seconded, the motion passed unanimously.
2. **Executive Director's Report:** Mr. Thompson mentioned that the library received \$1,000 from the Community Foundation of Southern Maryland. The Opportunity Grant will allow the library to deliver the program Literacy Learning through Play. The Young Adult Job Fair on March 27th at WEST was quite successful with over 700 attendees, including several companies. The Drop the Mic launch program was a huge success, well received by the community. Mr. Thompson thanked the board members that attended the event, and also for the extra monies given by the board toward the Drop the Mic program. Mr. Thompson extended thanks to the Citizens for CCPL for their donation as well, and he anticipates that the equipment will get much use. Mr. Pizor mentioned that if anyone was able to land a job from the job fair, a suggestion would be to possibly provide a testimonial. Ms. Bellony-Atanga thanked the staff for the wonderful job done at Drop the Mic. Ms. Bellony-Atanga mentioned it would be interesting to track the usage, month over month, and during different seasons. Congratulations were extended to Mr. Thompson for the Interim Executive Director position and to Mr. Jansen for the Acting Director position.

Ms. Bellony-Atanga moved to accept the Executive Director's report. Ms. Stoytcheva seconded, the motion passed unanimously.

- 3. Financial Report:** Mr. Thompson mentioned line item 53880 - Digital Collections- last month it was approved to add \$10,000 for reserve, that is now reflected on the report. Mr. Thompson indicated that just today SMRLA has offered \$10,000 towards Hoopla this FY, and in FY 2020, another \$20,000. Mr. Thompson mentioned the library will have proof positive on how that money will be used and how much of it will be absorbed by Hoopla. Line Item 55950 - Innovation Fund-this fund was used very well with the Drop the Mic project. Ms. Bellony-Atanga mentioned that Howard County now has 1,000 books by 5 years old, Charles County currently has 500 books by 5 years old. Ms. Bellony-Atanga moved to approve the Financial Report. Mr. Pizor seconded, and the motion passed unanimously.

Old Business:

- 1. La Plata Relocation Project Update:** Mr. Thompson mentioned that the site at Talbot and Washington was discussed recently. The Town of La Plata is interested in doing a land swap with the County, so far that is the parcel of land that the library is most interested in. Mr. Thompson asked for feedback from the board and their thoughts of moving forward? Councilwoman Mudd then presented an update from the Town on the extension of Talbot Street. Mr. John Flatley presented his comments on the town of La Plata seeking a 30,000 or 35,000 SF library. Discussion followed. Ms. Bellony-Atanga suggested a formal meeting between the board and the Town Council be scheduled. It was discussed that the CIP needs to be changed during budget season to allow for the larger building.
- 2. Life Journeys MOU update:** Mr. Thompson mentioned the response from LJWG dated 3/25/19 is included in the board packet. Ms. Bellony-Atanga mentioned the goal is to update the MOU and share with LJWG. Discussion followed.

New Business:

- 1. Staff Performance Evaluation:** Ms. Cruse presented the draft Staff Performance Evaluation and the draft was discussed. It was decided that the board would provide feedback in the near future.
- 2. Development Plan Update:** Dr. Algeania Freeman provided a Development update/report. The library has 61 donor cultivation businesses, as well as 130 donor outreach contacts and research of potential donors. Dr. Freeman stated there was a 40% increase in the Adopt-A-Book program.

Dr. Freeman mentioned the library had the first ever Giving Tuesday program, and that a donor database of 511 names was developed. A Capital Campaign Plan has been developed and will need to be discussed in May or June. Dr. Freeman indicated the Articles and By-Laws have been drafted. Dr. Freeman mentioned the library needs a 501c(3). Dr. Freeman mentioned there is now a commitment from nine people willing to serve on the Capital Campaign Committee. Thanks is extended to Raley's Furniture store for the donation of furniture for the La Plata library living room. Dr. Freeman mentioned there is a need for a fundraising committee with board participants.

3. **SMRLA Board Meeting Report:** Ms. Staudt mentioned the SMRLA board meeting will be Tuesday, April 9th. Discussion followed.

Public Comment:

- a.) Councilwoman Mudd presented comments during the La Plata Relocation Project update.
- b.) Mr. John Flatley presented comments during the La Plata Relocation Project update.

Closed Session: Ms. Bellony-Atanga made a motion to move to closed session. Mr. Pizor seconded the motion. The motion passed unanimously and the Board entered closed session at 6:31 p.m.

Return to Open Session: Mr. Pizor made a motion to return to open session and Ms. Stoytcheva seconded the motion. The motion passed unanimously and the board returned to open session at 6:51 p.m.

Adjourn: The meeting adjourned at 6:53 p.m.

Next meeting is at the Waldorf West Branch, Mtg. Room B May 2, 2019 at 5:00 p.m.