

Charles County Public Library
Board of Library Trustees
Minutes
May 2, 2019
5:00 p.m.
Waldorf West Library



In Attendance:

Claudia Bellony-Atanga, President
Andrew Pizor, Vice President (called in)
Kiran (Ron) Sitoula
Vesselina Stoytcheva
Samantha Lynch Johnson

KennethWayne Thompson, Interim Executive Director (called in)
Lloyd Jansen, Acting Assistant Director/Branch Manager
Brenda Wendell, Executive Assistant
Jessica Cruse, Human Resources
Jess Kahan, Acquisitions Manager

Excused: Janaya Thompson, Treasurer
Danielle Staudt

Call to Order: Ms. Claudia Bellony-Atanga called the meeting to order at 5:06 p.m.

- 1. Review of April 4th Meeting Minutes:** Ms. Bellony-Atanga made the motion to approve the minutes as presented. Ms. Stoytcheva seconded, the motion passed unanimously.
- 2. Interim Executive Director's Report:** Mr. Jansen mentioned that the library received \$1,500 from Murphy & Murphy, CPA; \$250 from Community Bank of Chesapeake, and 11 cases of Coca-Cola products to support our fundraising event. The passport processing application has been approved, and staff training is being scheduled. Passport processing will be offered at WEST, 2nd floor. SkyZone donated 300 passes for our Summer Reading Program. Ms. Bellony-Atanga asked how will the passes be distributed. Mr. Jansen indicated those details are being worked out. Mr. Jansen mentioned there was a great response to the So You Were Pulled Over program at West. There were 40 attendees and overwhelmingly positive feedback. Panelists included the Charles County Law Library, the Sheriff's Office, the State's Attorney's Office, MD Public Defender's Office, and the newest Charles County Circuit Court Judge, Honorable Patrick Devine. The Independent also covered the event, there is a link to the article on the library website. Mr. Jansen mentioned the library had received some very positive customer feedback. Mr. Jansen read both an email and a comment card from two separate patrons. The comment card was

received from a patron thanking the library for the services that Mobile Services provides to her community and how the library is helping her children by providing a resource of books and information. The comment card was translated from Spanish to English by Waldorf West staff member Ivette Marcucci. Mr. Pizor suggested that Commissioner Stewart receive a copy of both feedback comments. Mr. Jansen mentioned the Life Journeys Writer's Guild MOU is now finalized. Orientation has already been scheduled for 5/15/19 at 2:00 p.m. Library Staff and representatives from LJWG will attend to review the MOU, the meeting room regulations, programs and policies and all other documents related to the partnership. The MOU will be signed at that event. LJWG will send the library dates for their workshops.

Mr. Jansen mentioned the April 5th Staff Development Day was successful and fun. The Outward Mindset, a workshop on building a winning team was delivered by the Arbinger Institute. This was coupled with a session on Teambuilding: Setting the Stage for Organizational Success provided by BHS. Great food and awesome raffle prizes made this one of the best staff days to date. The library is recruiting for various positions. The Program Coordinator position has been filled by Abigail Worden. Barbara Thorp has resigned, effective 4/25/19. Suzanne Lee and Mike Russ will be retiring on 6/1/19. Suzie Kuch will be retiring next year, Spring 2020. Ms. Bellony-Atanga moved to accept the Executive Directors report. Ms. Stoytcheva seconded the motion, and the motion passed unanimously.

- 3. Financial Report:** Mr. Jansen mentioned line item 43300 donations - individuals and business donations are continuing to be made. Donations through March are already 300% above what was budgeted. 46000 - Interest - that investment account receives approximately \$2,000 per month in interest payments. Ms. Bellony-Atanga made the motion to approve the financial report as presented. Ms. Lynch Johnson seconded, and the motion passed unanimously.

Old Business:

- 1. Collection Development Policy:** Ms. Kahan presented the updated Collection Development Policy, to include language diversity throughout the document. The policy was discussed. A discussion ensued regarding the ownership of video content produced by CCPL to promote its programs and services. Mr. Jansen said he would look into this further. Ms. Bellony-Atanga made a motion to approve the Collection Development Policy. Ms. Stoytcheva seconded the motion, and the motion passed unanimously.

New Business:

- 1. Board of Education Renovation Project :** Mr. David Clements presented a proposed agreement to use P.D. Brown's parking lot as a pass through to Benjamin Stoddert Middle School as the school is expanded into a 3-story

building. Discussion followed. Ms. Bellony-Atanga mentioned the board will discuss and respond back with their comments and questions.

2. **By-Laws Review:** Ms. Bellony-Atanga mentioned the board will review the current By-Laws and discussion/review of the By-Laws will be an item on the June Agenda.
3. **Staff Performance Evaluation Form:** Ms. Cruse presented the revised Staff Performance Evaluation and supporting documents. Discussion and questions followed. Ms. Bellony-Atanga made the motion to approve the Staff Performance Evaluation as presented. Ms. Stoytcheva seconded, and the motion passed unanimously.
4. **New Time for Board Meetings:** Ms. Bellony-Atanga made the motion to change the board meeting time to begin at 6:00 p.m. in lieu of the current 5:00 start time. Ms. Lynch Johnson seconded, and the motion passed unanimously. **Note: It was decided that the board *will not* meet in July, and the board *will* meet in August.**
5. **Strategic Planning Update:** Mr. Jansen mentioned that the Ivy Group has posted the community survey questions on the website. Mr. Thompson mentioned that the Ivy Group relayed that there has already been 70 responses to the questions posted.
6. **SMRLA Board Meeting Update:** Ms. Lynch Johnson reported that the vote passed referring to a by-laws change that redefines a quorum to $\frac{2}{3}$ of the elected trustees. Previously a representative from each county was required to make a quorum.
7. **The Citizen's Comments Registration Form:** The form was implemented into this board meeting, replacing the previous Public Comment Sign Up sheet.

Additional Comments: Ms. Bellony-Atanga questioned if we currently have a platform for children to share their writings and/or comic books, that the children create themselves. Also, is there an opportunity for children to display their lego creations for possibly a week at the library? Mr. Jansen mentioned that he would look into the specifics for both suggestions.

Public Comment:

- a.) An anonymous speaker raised a question about an incident at the P.D. Brown branch approximately 5 years ago.

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

Return to Open Session: Ms. Bellony-Atanga made a motion to return to open session and Ms. Lynch Johnson seconded the motion. The motion passed unanimously and the board returned to open session at 6:55 p.m.

Adjourn: The meeting adjourned at 6:56 p.m.

Next meeting is at the Waldorf West Branch, Mtg. Room B June 6, 2019 at **6:00 p.m.**