

Charles County Public Library
Board of Library Trustees
Minutes
June 6, 2019
6:00 p.m.
Waldorf West Library



In Attendance:

Andrew Pizor, Vice President
Vesselina Stoytcheva (called in)
Samantha Lynch Johnson
Danielle Staudt

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

Excused: Claudia Bellony-Atanga, President
Janaya Thompson, Treasurer
Kiran (Ron) Sitoula
Brenda Wendell, Executive Assistant

Call to Order: Mr. Pizor called the meeting to order at 6:07 p.m.

1. **Review of May 2nd Meeting Minutes:** Mr. Pizor made the motion to approve the minutes as amended. The meeting minutes currently reflect Lloyd Jansen, Acting Assistant Director. The correction will be made as such: Lloyd Jansen, Acting Assistant Director/Branch Manager. Ms. Staudt seconded, the motion passed unanimously.

2. **Interim Executive Director's Report:** Mr. Thompson mentioned under Strategic Goal #1, that he is happy to share that the library received \$2,500 in donations from both the La Plata Community Foundation and PNC Bank. Mr. Thompson also mentioned the Citizens for Charles County Public Library donated \$5,000 to support summer reading, and the library is grateful for those donations.

Mr. Thompson shared that the MOU with Life Journey's Writers Guild has been revised, the orientation was successful, and the library has LJWG's dates on the calendar. Mr. Thompson thanked the board for their support with the MOU. In regards to the Passport Acceptance office, Mr. Thompson mentioned training classes for the staff are being scheduled currently to support the center. The center will be at West. The goal is to have the West staff trained initially, and then eventually, all public services staff will be trained. Mr. Thompson shared a patron story that was not included in the report. It was decided that the patron story should be shared with the commissioners and also the CCSO, and on the

CCPL social media page. Mr. Thompson mentioned diversity training with Changing Lens has been scheduled for June 14th - the library will be closed to the public that day. Staff will receive a full day of training. Under Strategic Goal #4, Mr. Thompson shared with the board that the internet service for all of the hot spots has been renewed for the new year so the library is grateful about that. Mr. Thompson shared there are two retirements in June, and there has been a resignation from a West staff member. The filling of the Development Manager position was discussed. Mr. Thompson will follow up with Commissioner Stewart's office regarding a site evaluation. Regarding passport photos, the library will not take photos, but will provide locations of where customers can get the photos taken. Global Scheduling was discussed. Mr. Pizor moved to accept the Directors Report. Ms. Lynch Johnson seconded the motion. The motion passed unanimously.

- 3. Financial Report:** Mr. Thompson mentioned that in regards to Fine Revenue - line item 44000 - less fine money has been collected, it is 26% under; also fax revenue - 48400 - is 42% less. Mr. Thompson mentioned that line item 521000 - Expenses - the bank charges are lower. In April Barbara Mazor, Bookkeeper, and Mr. Thompson visited PNC Bank. Some of the products that the library had were removed due to no use, and some products were added to result in a cost savings. In the process, Mr. Thompson mentioned the library now has fraud protection on the account. Mr. Thompson mentioned that the library is doing well with grants. For Summer Reading, rather than preparing flyers, the Marketing team created banners that are very vibrant. Mr. Pizor made a motion to accept the Financial Report as presented. Ms. Staudt seconded the motion, the motion passed unanimously.

Old Business:

- 1. Board of Education Renovation Update:** Mr. Jansen mentioned that he forwarded questions that Ms. Sprouse had sent him to the board. Mr. Pizor mentioned he thought the questions were good, he did not have anything to add. Mr. Pizor suggested to send the questions to the County. Mr. Pizor suggested to possibly invite Mr. Clements and Ms. Michael to the August board meeting.

New Business:

- 1. Trespass/Ban Policy:** Mr. Thompson spoke with Jeff Barnett, who is the Chief of Transportation for the County regarding banning policies at the library and within the Transportation Dept. Mr. Barnett mentioned to Mr. Thompson there are some similar situations that occur with customers at the VanGo parking lots. Mr. Thompson shared that Mr. Barnett will let him know when the next meeting is scheduled, so that both can partner in an effort to revise the banning policy at a

County level. Mr. Thompson will keep the board posted on that. Discussion followed.

2. **By-Laws Review:** Mr. Pizor mentioned the current By-Laws do not address ex-officio board members. Mr. Pizor asked if there should be a vote to amend the By-Laws to allow it ex-officio, or to not allow ex-officio board members, or to leave it the same? Mr. Pizor suggested the board read the current By-Laws and if a board member has any suggestions, please email them to Mr. Thompson, and then a list can be put together to discuss.
3. **Handbook Policy Updates: Vehicle Use, PTO Payout:** Ms. Cruse discussed the revised vehicle use and PTO payout policies in the handbook. The requirements for the vehicle use policy were modified to reflect the County's latest requirements. There is now a cap of no more than four (4) weeks of PTO to be paid out upon an employee resigning. Staff have been encouraged to use their accrued vacation time. Leave accrual for part-time employees has been implemented into the policy.

Additional Comments: Mr. Thompson mentioned that Mr. Sitoula had suggested for future board meetings to use tablets instead of paper copies. Mr. Thompson suggested that the library bring tablets to the board each board meeting, fully loaded, for use at the board meeting. This will help with edits, showing marketing pictures, or videos, etc. The tablets will be housed at the library and will be integrated to other staff members when not being used at a board meeting. Mr. Pizor would like to continue to receive a paper copy of the board packet. The Communico software system was discussed. Ms. Staudt provided an update on the SMRLA meeting. The next meeting is scheduled for June 11, 2019.

Public Comment: None

Closed Session: Mr. Pizor made a motion to move to closed session. Ms. Staudt seconded the motion. The motion passed unanimously and the Board entered closed session at 6:54 p.m.

Return to Open Session: Mr. Pizor 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 7:02 p.m.

Adjourn: Mr. Pizor made a motion to adjourn. Ms. Staudt seconded the motion. The meeting adjourned at 7:02 p.m.

Next meeting is at the Waldorf West Branch, Mtg. Room B August 1, 2019 at **6:00 p.m.**

