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**Charles County Public Library
Regular Board Meeting
Board of Library Trustees
Waldorf West Library
Thursday, August 1, 2019
6:00 p.m.
MINUTES**

I. Call to Order - Andrew Pizor, Vice President (6:05 p.m.)

II. In Attendance:

Claudia Bellony-Atanga, President
Andrew Pizor, Vice President
Kiran (Ron) Sitoula
Janaya Thompson, Treasurer (called in)
Vesselina Stoytcheva
A quorum was present

Staff In Attendance: KennethWayne Thompson, Lloyd Jansen, Jessica Cruse,
Barbara Mazor, Jess Kahan, Ray Reed, Brenda Wendell

Not Present:

Samantha Lynch Johnson
Danielle Staudt

III. Action Item: Approval of June 6th Meeting Minutes: A motion was made to approve the minutes as presented by Ron Sitoula and it was seconded by Vesselina Stoytcheva. The motion was carried by a unanimous vote.

IV. Discussion Items:

● **Interim Executive Director's Report (KennethWayne Thompson):**

- Strategic Goal #1 - Waldorf West received a thank you card from a patron who appreciated the guidance and support of the staff.
- Strategic Goal #2 - Passport Acceptance Program - Training for the West staff will take place on 8/9. Waldorf West will be closed to the public on 8/9 in order to have effective training for the staff.
- The Charles County Public Schools lunch program - Lunch On Us, has been extended from 8/16 to 8/30, to cover the entire summer break. Those meals will be served at all locations during the extension of the program.

- \$40,000 from the MD State Library Grant was awarded to the tri-county libraries and SMRLA for a joint marketing plan. The first meeting to discuss the next steps about the marketing plan will take place on 8/5.
 - We received \$1,200 from a preschool development grant from the Dept. of Health, Human Services and MD State Department of Education to partner with the Dept. of Social Services and our local WIC office to give monthly story times.
 - Training - A Work Life Balance and Improving Well-Being training presented by BHS will take place on 8/2 for staff at West.
 - Legislative Updates:
 - June 6th: Rural Broadband Strategic Planning Task Force Meeting - the County has hired a consultant-CTC Technology & Energy to perform a broadband study.
 - July 30th: Economic Development Roundtable meeting was discussed.
 - Dates of Interest:
 - CCPL Audit - Initially scheduled auditors for August 1st and 2nd; however, there is a need to reschedule due to the La Plata branch being closed due to the HVAC issues.
 - Questions/Additional Comments - An offer has been made by the Town of La Plata to purchase properties at 209, 214 and 214b Washington Ave. If the offer is accepted, the Town of La Plata, in conjunction with the County, will perform a Soils Study, splitting the costs, and provide an update.
- **Financial Report (KennethWayne Thompson):**
 - Line Item 43300-Donations-260%-Has Increased due to development efforts and individual donations.
 - Line Item 46000-Interest-157%, doing well in this area.
 - Line Item 52000-Automation/Software-IT Dept. is diligent when making purchases.
 - Line Item 52100-Bank Charges-Expenses are lower.

- V. **Action Item: Approval of June Financial Report:** A motion was made to approve the June Financial Report as presented by Andrew Pizor and it was seconded by Ron Sitoula. The motion was carried by a unanimous vote.
- VI. **Old Business: Board of Education Renovation Update (Lloyd Jansen):**
- David Clements of CCPS answered questions regarding the proposal to use the P.D. Brown parking lot during the construction of the renovation of Stoddard Middle School. The construction is due to begin in October.
- VII. **Action Item:** A motion was made by Claudia Bellony-Atanga that the Library Board of Trustees supports and is in favor of the BOE renovation to Stoddard Middle School, allowing access to the P.D. Brown parking lot, and it was seconded by Andrew Pizor. The motion was carried by a unanimous vote.
- VIII. **New Business:**
- **FY 2020 Proposed Budget (KennethWayne Thompson):**
The FY 2020 Proposed Budget was presented and discussed.

IX. **Action Item: Approval of FY 2020 Proposed Budget:** A motion was made to approve the FY 2020 Proposed Budget as presented by Andrew Pizor and it was seconded by Ron Sitoula. The motion was carried by a unanimous vote.

- **Strategic Plan Update (KennethWayne Thompson):**
Based on the results of the site visits, online community survey and staff survey received from the Ivy Group, the priorities as of now are: collections (the quality and variety of print items; downloadable and streaming offerings); program development (more offerings for adults); and marketing (how we reach out and communicate our message) and also technology. Please note the priorities may change.
- **Changing Lens Training Survey Results (Jessica Cruse):**
The results of the Changing Lens Training Survey was discussed.
- **Adopt-a-Book Update (Jess Kahan):**
An update on Adopt-a-Book was given by Jess Kahan. The Adopt-a-Book efforts vs. results was discussed. It was decided by the Board to continue the Adopt-a-Book, but it will be limited to a once a year initiative, in December.
- **IT Update (Raymond Reed):**
The library Admin account was hacked on July 14th by an IP address in Vietnam. IT has been in contact with Google and all measures have been taken to restore deleted email accounts. Nothing was compromised, passwords were all changed.

X. **Public Comment:** None

XI. **Closed Session:** Claudia Bellony-Atanga made a motion to move to closed session. Vesselina Stoytcheva seconded the motion. The motion passed unanimously and the Board entered closed session at 7:43 p.m.

XII. **Return to Open Session:** Claudia Bellony-Atanga made a motion to return to open session and Ron Sitoula seconded the motion. The motion passed unanimously and the board returned to open session at 7:57 p.m.

XIII. **Adjourn:** Ron Sitoula made a motion to adjourn. Vesselina Stoytcheva seconded the motion. The meeting adjourned at 7:58 p.m.

Next meeting is at the Waldorf West Branch, Mtg. Room B Sept. 5, 2019 at **6:00 p.m.**