



CBA

**Charles County Public Library**  
**Regular Board Meeting**  
**Board of Library Trustees**  
**Waldorf West Library**  
**Thursday, September 5, 2019**  
**6:00 p.m.**  
**MINUTES**

I. **Call to Order - Andrew Pizor, Vice President (6:01 p.m.)**

II. **In Attendance:**

Claudia Bellony-Atanga, President  
Andrew Pizor, Vice President (dialed in)  
Kiran (Ron) Sitoula  
Samantha Lynch Johnson  
Danielle Staudt  
Vesselina Stoytcheva  
*A quorum was present*

Staff In Attendance: KennethWayne Thompson, Lloyd Jansen, Jessica Cruse,  
Barbara Mazor, Kate Sine, Brenda Wendell

**Not Present:**

Janaya Thompson, Treasurer

III. **Action Item: Approval of August 1st Meeting Minutes:** A motion was made to approve the minutes as presented by Ron Sitoula and it was seconded by Samantha Lynch Johnson. The motion was carried by a unanimous vote.

IV. **Discussion Items:**

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

- CCPL By The Numbers was highlighted.
- Revenue - The Community Foundation of Southern Maryland is in the process of transferring the Expendable Fund Account into an Interest Bearing Account. This can be used for Capital Improvement projects.

- Photos of the external signage at the branches was included in the report.
- Library Priorities was discussed. Strategic Planning: Collections, Marketing and Programming. Three teams are working on the priorities and will provide a report to KennethWayne by the end of September, and he will share the report with the Ivy Group.
- CCPL is in the process of developing a Marketing Plan with the Tri-County Libraries. A grant was received from SMRLA.
- The replacement chiller at La Plata is working nicely.
- The site for the new La Plata library is a priority.
- KennethWayne mentioned we are investigating how to simplify the donation process on the website. We are researching Givelify, a donation software app.
- The Strategic Plan Online Summary and Meeting Room Utilization were discussed.

V. **Action Item: Approval of Interim Executive Director's Report:** A motion was made to approve the Interim Executive Director's Report as presented by Claudia Bellony-Atanga and was seconded by Danielle Staudt.

- **Financial Report (KennethWayne Thompson):**
  - The Financial Report was presented.

VI. **Action Item: Approval of July Financial Report:** A motion was made to approve the July Financial Report as presented by Claudia Bellony-Atanga and it was seconded by Vesselina Stoytcheva. The motion was carried by a unanimous vote.

VII. **Old Business:**

- None

VIII. **New Business:**

- **Revised Rules of Conduct (KennethWayne Thompson):**  
The Revised Rules of Conduct was presented and discussed. The board agreed to the revisions.
- **Rosewick Corner Presentation (George Stewart):**  
George Stewart and his partners presented a proposal regarding a site at Rosewick Corner that could possibly be used as a design/build for the new La Plata Library. The board will further review the proposal.
- **Southern Maryland Carousel Group (Burkey Boggs):**  
Burkey Boggs presented a proposal that entails a carousel inside of the new La Plata Library. The board will further review the proposal.
- **Board Member Term Rotation (KennethWayne Thompson):**  
There are two board members that are coming off of rotation in December 2019. KennethWayne offered to share this information with the Acting Clerk to the

Commissioners to have the vacancies advertised. Board members will serve until replaced.

- **Literacy Awareness Program in Charles County (Ron Sitoula):**  
Ron Sitoula suggested CCPL partner with the hospital for children born in Charles County to ensure that a library card is created for the newborn, a way of showing that we value the future of the children. Kenneth Wayne mentioned the library currently has the BabyBook Program under Mobile Services, partnering with Charles County Regional Medical Center.

IX. **Public Comment:** None

X. **Closed Session:** Claudia Bellony-Atanga made a motion to move to closed session. Ron Sitoula seconded the motion. The motion passed unanimously and the Board entered closed session at 7:35 p.m.

XI. **Return to Open Session:** Claudia Bellony-Atanga made a motion to return to open session and Danielle Staudt seconded the motion. The motion passed unanimously and the board returned to open session at 7:40 p.m.

XII. **Adjourn:** Claudia Bellony-Atanga made a motion to adjourn. Samantha Lynch Johnson seconded the motion. The meeting adjourned at 7:41 p.m.

Next meeting is at the Waldorf West Branch, Mtg. Room B on Oct. 3, 2019 at **6:00 p.m.**