



A handwritten signature in blue ink, appearing to be "CBA", is written over the printed name of the library.

**Charles County Public Library
Regular Board Meeting
Board of Library Trustees
Waldorf West Library
Thursday, October 3, 2019
6:00 p.m.
MINUTES**

I. **Call to Order - Claudia Bellony-Atanga, President (6:06pm)**

II. **In Attendance:**
Claudia Bellony-Atanga, President
Andrew Pizor, Vice President
Janaya Thompson, Treasurer
Vesselina Stoytcheva
Kiran (Ron) Sitoula

A quorum was present

Danielle Staudt (dialed in at approximately 6:10pm)

Staff In Attendance: Lloyd Jansen, Jessica Cruse, Barbara Mazor, Daniel Rheingrover, Shannon Bland, Dauveen Walker, Natalie Miles

Not Present:
Samantha Lynch Johnson

III. **Action Item: Approval of September 5th Meeting Minutes:** A motion was made to approve the minutes as presented by Andrew Pizor and it was seconded by Ron Sitoula. The motion was carried by a unanimous vote.

IV. **Discussion Items:**

- **Interim Executive Director's Report (Lloyd Jansen):**
 - New style of board report (CCPL By The Numbers)
 - Summer Reading Program- 17% increase in program participation 97% from 2017, 34% from 2018; increase in teen participation from 2018; 13% increase in the number of minutes read in 2018 and 145% increase from 2017.

- Appreciation Luncheon is tentatively scheduled for 12/6. \$1500 from board for raffle, gifts for Citizens. KennethWayne would like to invite select Public Works staff to show appreciation for their building maintenance. Lloyd requested approval. Andrew Pizor motioned to approve, Ron Sitoula seconded. Approval was unanimous. Claudia moved to approve closing the branches for this day. All were in favor.
- Title change for Reference Supervisor position to Assistant Branch Manager.
- Email exchange from the return of the first Life Journey's Writer's Guild meeting. Yvonne Medley made some concerning comments: "a long 14 month battle... the library felt guilty". Lloyd read off Abigail Worden's email to Yvonne Medley about the situation, asking her to please refrain from these types of comments. Yvonne Medley responded on October 1, clarifying her comments and intent and referenced a Facebook post. Andrew says Abby handled fine, recommends any further communication go through the Interim Executive Director. Lloyd confirmed Abby ran the email by Lloyd Jansen and KennethWayne Thompson for approval.
- Lloyd passed out One Maryland, One Book flyer and talked about the author visit at CSM. Lloyd explained to the board how the One Maryland, One Book author visits are coordinated between the three Southern Maryland counties.
- Lloyd shared Customer Comment Forms noting excellent customer service and patience from staff at Waldorf West; 14 Day Books and patient and kind librarians at each branch; excellent service and activities at all CCPL branches.

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 Andrew Pizor and was seconded by Claudia Bellony-Atanga. The motion was carried by a unanimous vote.

- Ron Sitoula commented to incorporate more (hand) writing into the Summer Reading Program, Lloyd explained that writing book reviews is also a part of the program.

- **Financial Report (Lloyd Jansen):**

- Fine revenue is well ahead of anticipated schedule.
- Nothing else unusual to share.

- Andrew Pizor circled back to the Interim Executive Director's Report and asked if the library would be doing passport renewals. Lloyd explained how that process works and offered up the Alexandria Library as an example (encourage customers to do through the mail on their own).

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

VII. **Old Business:**

- **By-Laws (Claudia Bellony-Atanga) Update based off of new job description for Executive Director. Revisit in November. Wait on the new Executive Director.**

VIII. **New Business:**

- Daniel Rheingrover plugged the National Novel Writer's Month program after Ron Sitoula's comment about writing.
- **Proposed SOAR & Meeting Room Regulations (Daniel Rheingrover)**
 - Explained proposals for changes on handout:
 - Added blocking fire extinguishers and exits of meeting rooms for grounds for potential suspension. Under Limitations section.
 - Fees: struck the (3) after 501c3 to include any 501c organizations.
 - Reservations: wording to reserve rooms on behalf of Charles County Government
 - Interviewers and tutors must reserve the room; interviewees and tutees defer to interviewer and tutor
 - Additional Information: sponsor and presenters under publicity statement
 - All meeting room activity must be contained in the meeting room; as to not disrupt the rest of the library. Andrew Pizor asked about signage, Daniel Rheingrover confirmed that staff can inform people inquiring and the 8.5"x11" placard on the doors can be used for flyers/signs.
- **Proposed SOAR & Meeting Room Regulations (Daniel Rheingrover)**
 - Changed the word "customers" to "users"
 - Limitations, adding same wording from regular meeting room regulations
 - Making reservations: explicitly note that Charles County Government can get more than 60 days out by request
 - Users to be attentive to time needing to print
 - Cancellations/Rule Violations: make more aligned to meeting room regulations
 - Additional Information: sponsor and presenters under publicity statement
 - Ron Sitoula suggested to add date; Daniel Rheingrover confirmed a revised date will be posted with new regulations
 - A motion was made to
 - **Action Item: Approval of Meeting Room/SOAR Regulations:** A motion was made to approve the proposed SOAR & Meeting Room Regulations as presented by Andrew Pizor and it was seconded by Janaya Thompson. The motion was carried by a unanimous vote.
- **Records Retention Policies Review (Lloyd Jansen)**
 - Due for review, KennethWayne Thompson and Barbara Mazor reviewed and there were no changes. Andrew Pizor asked how often does it get reviewed. Barbara Mazor said this is the first time since 2016. Janaya Thompson and Andrew Pizor agreed every three years is good. Ron Sitoula suggested a system to dispose of personnel files and requested for Lloyd to look into records that were once in the basement of La Plata. The

Board reviewed but did not need to formally approve with a vote since there were no changes.

- **Travel Time Updated (Jessica Cruse)**
 - Essentially the same policy; added work location and explained no longer home branch but any CCPL branch counts as work location and how it is paid vs. not paid.
 - **Action Item: Approval of Travel Time:** A motion was made to
 - approve the revised Travel Time Policy as presented by Andrew Pizor and it was seconded by Claudia Bellony-Atanga. The motion was carried by a unanimous vote.

- **Board Reimbursement Requests & Monthly Credit Card Reconciliations (Janaya Thompson)**
 - Implement a new procedure for review and approval. It was agreed that it would be done by the Treasurer. Janaya Thompson will work with Barbara Mazor on a document to present at the next board meeting.
 - Set date for Board Holiday Gathering- Ron Sitoula requested that Lloyd send out a Doodle poll to the board.

IX. Public Comment:

- Melissa Davis- Wrote into the Board of Trustees for several times over the past three years about issue with prior Board of Trustees, with no response. Claudia asked for clarification. Comment was about better coordination of hours of operation between Charles County Public Library and College of Southern Maryland Library, neither library is open Friday evening, Saturday evening, and no Sundays (views as lack of hours). Andrew explained he asked for the Interim Executive Director to start collecting stats to better view what are the best hours for the library. Both libraries are extremely under utilized. Andrew Pizor had Lloyd Jansen note to look at hours.

X. Closed Session: Andrew Pizor made a motion to move to closed session. Danielle seconded the motion. The motion passed unanimously and the Board entered closed session at 7:06 p.m.

XI. Return to Open Session: Claudia Bellony-Atanga made a motion to return to open session and Andrew Pizor seconded the motion. The motion passed unanimously and the board returned to open session at 8:08 p.m.

XII. Adjourn: Claudia Bellony-Atanga made a motion to adjourn. Andrew Pizor seconded the motion. The meeting adjourned at 8:10 p.m.

Next meeting is at the Waldorf West Branch, Mtg. Room B on Nov. 7, 2019 at **6:00 p.m.**