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**Charles County Public Library
Regular Board Meeting
Board of Library Trustees
Waldorf West Library
Thursday, November 7, 2019
6:00 p.m.
MINUTES**

I. Call to Order - Andrew Pizor, Vice President (6:03 p.m.)

II. In Attendance:

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

Staff In Attendance: KennethWayne Thompson, Lloyd Jansen, Erin Del Signore, Barbara Mazor, Kristin Ramon, DauVeen Walker

Not Present:

Janaya Thompson, Treasurer

III. Action Item: Approval of October 3rd Meeting Minutes: A motion was made to approve the minutes as presented by Andrew Pizor and it was seconded by Claudia Bellony-Atanga. The motion was carried by a unanimous vote.

IV. Discussion Items:

- **Interim Executive Director's Report (KennethWayne Thompson):**
 - Marketing Manager, Erin Del Signore showed a CCPL advertisement that will run for 13 weeks at the Waldorf AMC movie theater beginning November 22nd.
 - The auditor and insurance agents requested to attend the December 5th board meeting. The Board would like to look over the rates and updates to the policies first. The Board will invite the auditor and insurance agents to attend a meeting at a later date.
 - Programming: Delegate Edith Patterson did story time at the West library for Read Across Maryland. 59 people attended.
 - Library Priorities were discussed. On November 6th KennethWayne met with Deb Hall and the LaPlata library project team. They discussed and

reviewed the site locations for the new library. Deb Hall will share the information with the County commissioners in preparation of the budget session in 2020. The next meeting for the team and KennethWayne is November 20th.

- **Financial Report (KennethWayne Thompson):**
 - The Financial Report was presented.
 - KennethWayne asked the trustees to approve the purchase of TechLogic RFID gates to replace the old gates at the West library.
 - Bookkeeper, Barbara Mazor explained the notes added to the financial report.
 - KennethWayne explained that recruitment for the Development Manager position will likely start in January.

- V. **Action Item: Approval of new TechLogic gates for Waldorf West:** A motion was made to approve the purchase of the gates by Claudia Bellony-Atanga and it was seconded by Andrew Pizor. The motion was carried by a unanimous vote.

- VI. **Action Item: Approval of Financial Report:** A motion was made to approve the 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:**
 - **Strategic Planning Update:** The three priority areas are Collections, Marketing and Programming. Three teams worked on the priorities and provided reports to KennethWayne at the end of September. He shared the reports with the Ivy Group. The Ivy Group will report back to KennethWayne in three weeks with a strategic plan for CCPL.

- VIII. **New Business:**
 - **2020 Holiday Closings (KennethWayne Thompson):**
The list of holiday closings for 2020 was presented and discussed.

- IX. **Action Item: Approval of 2020 Holidays Closings:** A motion was made to approve the 2020 holiday closings as presented by Claudia Bellony-Atanga and it was seconded by Samantha Lynch Johnson. The motion was carried by a unanimous vote.
 - **Kids Cards (Lloyd Jansen):**
A young man with low vision wanted to borrow audiobooks with his Kids Card at the P.D. Brown branch. Audiobooks cannot be checked out on a Kids Card. The assistant branch manager made an exception for the young man. CCPL, as well as Calvert and St. Mary's county libraries want to expand kids cards to include audiobooks and multi-media kits.

- X. **Action Item: Approval of Kids Cards policy revision:** A motion was made to approve the expansion of kids cards to include audiobooks and multi-media kits as presented by Samantha Lynch Johnson and it was seconded by Claudia Bellony-Atanga. The motion was carried by a unanimous vote.
- XI. **Public Comment:** Melissa Davis asked for clarification on the policy of replacing lost or damaged items. Lloyd Jansen said replacements are approved by the Circulation Supervisor or Branch Manager.
- XII. **Closed Session:** Andrew Pizor made a motion to move to closed session. Danielle Staudt seconded the motion. The motion passed unanimously and the Board entered closed session at 7:08 p.m.
- XIII. **Adjourn:** Andrew Pizor made a motion to adjourn. Ron Sitoula seconded motion. The meeting adjourned at 7:57 p.m.

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

