



JPT
1/2/2020

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

I. **Call to Order - Andrew Pizor, Vice President (6:09 p.m.)**

II. **In Attendance:**

Andrew Pizor, Vice President
Danielle Staudt
Vesselina Stoytcheva
A quorum was not present

Samantha Lynch-Johnson (arrived approx. 6:30 p.m. making a quorum)

Staff In Attendance: KennethWayne Thompson, Lloyd Jansen, Jessica Cruse, Barbara Mazor, Jennifer Clark, Michelle Kidwell, Krystal Newton, Megan Burroughs.

Not Present: Kiran (Ron) Sitoula, Claudia Bellony-Atanga, President,
Janaya Thompson, Treasurer, Samantha Lynch Johnson-arrived around 6:30

III. **Action Item: Approval of November 7, 2019 Meeting Minutes: no quorum**

IV. **Discussion Items:**

- **Interim Executive Director's Report (KennethWayne Thompson):**
 - LaPlata Branch Manager Lloyd Jansen interviewed Dr Mona Hanna-Attisha at College of Southern Maryland *One Maryland One Book* event. Vince McGee, Public Services Associate, Potomac Branch was the emcee of the event. It was said the participation at the College of Southern Maryland was the highest attendance on the book tour. KennethWayne thanked Lloyd for doing such a nice job.
 - Potomac Branch Renovation have been completed. The renovations have been well received by the community. Pictures of the renovations were shared.
 - Adopt-a-Book is currently taking place in December. The library has received 2 adoptions thus far. Danielle asked for specific numbers on the Adopt-a-Book program. A discussion pursued with information about the process and why the change from monthly adoption to once a year was made.

- Andrew Pizor asked KennethWayne about the door counter statistics and current patterns, in efforts to evaluate the possibility of shifting to Sunday hours. KennethWayne explained that Sunday hours are not possible for the remainder of FY 2020. This is due to CCPL FY 2020 Library closing and program calendars that have already been set. The possibility of Sunday hours is on the list to review and gather more information for FY 2021.
- Andrew Pizor also inquired about the process involved with Better World Books to make sure that the books are being disposed of properly and not wasted. KennethWayne explained the process. The results have been off to a slow start however, Better World Book would need to be given more time, it has the potential to shift and bring in more revenue for the library. He also explained where the books that don't go to Better World Books get used.

V. Financial Report (KennethWayne Thompson):

- KennethWayne stated that the current spending is on track. The library hopes to have a Development Manager hired in early 2020, and has big plans for this position.
- KennethWayne also asked the members if they would like to have the auditor or insurance company representative present at the next meeting to clarify any issues from the reports. He will reach out to the auditor to check availability to attend the next meeting.

VI. Old Business: None

VII. New Business:

- **Future Board Meetings:** KennethWayne asked the members if the next scheduled Board meeting on January 2, 2020 would work with their schedules. Since all members were not in attendance it was decided that he would send out an email to inquire.
- **Board Packets:** KennethWayne asked how the electronic version of the packets worked out for the members, and if anyone else had suggestions for another process to consider. Danielle asked if by using the computers, was set up and take down more time consuming. It was also suggested that all Board of Trustee members have a gmail account. If they don't the packet distribution will not work. This will be considered prior to next month's distribution.
- KennethWayne extended invitations to all members of the board to attend the Appreciation luncheon on December 6, 2019.
- KennethWayne also thanked Mr Pizor for all of his efforts and services, as the December meeting was his last as a Board member.

VII. Public Comment: None

Samanth Lynch Johnson arrived

IX. Action Item: Approval of November 7, 2019 Meeting Minutes

A motion was made to approve the minutes as presented by Andrew Pizor and it was seconded byDanielle Staudt. The motion was carried by a unanimous vote.

X. 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 it was seconded by Danielle Staudt. The motion was carried by a unanimous vote.

- XI. **Action Item: Approval of Financial Report:** A motion was made to approve the Financial Report as presented by Danielle Staudt and it was seconded by Samantha Lynch Johnson. The motion was carried by a unanimous vote.
- XII. **Closed Session:** Andre Pizor made a motion to move to closed session. Samantha Lynch Johnson seconded the motion. The motion passed unanimously and the Board entered closed session at 7:14 p.m.
- XIII. **Return to Open Session:** Andrew Pizor made a motion to return to open session and Vesselina Stoytcheva seconded the motion. The motion passed unanimously and the board returned to open session at 7:47 p.m.
- XIV. **Adjourn:** The meeting was Adjourned at 7:55 p.m.