



CBA

Charles County Public Library
Regular Board Meeting
Board of Library Trustees
Waldorf West Library
Thursday, January 2, 2020
6:00 p.m.
MINUTES

I. **Call to Order - Claudia Bellony-Atanga, President (6:02 p.m.)**

II. **In Attendance:**

Claudia Bellony-Atanga, President (dialed in)

Kiran (Ron) Sitoula

Samantha Lynch Johnson

Danielle Staudt

Janaya Thompson, Treasurer

A quorum was present

Staff In Attendance: Lloyd Jansen, Jessica Cruse, Barbara Mazor, Jessica Kahan, Cecelia Thomas

Not Present:

Vesselina Stoytcheva

Andrew Pizor, Vice President

III. **Action Item: Approval of December 5th Meeting Minutes:** A motion was made to approve the minutes as presented by Danielle Staudt, and it was seconded by Samantha Lynch Johnson. The motion carried by a unanimous vote.

IV. **Discussion Items:**

● **Interim Executive Director's Report (Lloyd Jansen):**

- Introduced Cecelia Thomas as the new Branch Manager of the PD Brown branch.
- Discussed the lobby storytime that the Mobile branch has been hosting at the Department of Social Services (DSS). CCPL has donated some books for a lobby bookshelf at DSS. The books were purchased through a grant from Choose Civility.
- Thanked Jessica Cruse and Marina Turner for the staff luncheon that was held in December. Sixty staff members, 15 Citizens for Charles County Public Library, and six public works employees attended.
- Highlighted some stats from last year: over 900,000 items checked out, over 42,000 reference questions answered, over 4,300 meeting room

reservations, almost 45,000 people attending Library programs, nearly 1,000,000 library visits, and 75,455 registered cardholders.

- Discussed the end of year Adopt-A-Book program. There have been four book adoptions. Jessica Kahan made the recommendation that CCPL keep the program or discontinue, if the Board prefers.
- Informed the Board that Brenda Wendell will be returning to the position of Executive Assistant.

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 Janaya Thompson, and it was seconded by Kiran (Ron) Sitoula. The motion carried by a unanimous vote.

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

- The Financial Report was presented.
- Discussion about the Division of Library Development and Services (DLDS) staff development grant. 85% of the budgeted amount has already been used. Jessica Cruse clarified that some of that money has been spent to pay in advance for some conference and training registrations.
- Discussion about the amount of money spent on furniture. Lloyd Jansen clarified that some of that money was used to cover the cost of the new outdoor signage.

VI. **Action Item: Approval of December Financial Report:** A motion was made to approve the December Financial Report as presented by Janaya Thompson and it was seconded by Danielle Staudt. The motion carried by a unanimous vote.

VII. **Old Business:** None

VIII. **New Business:**

- **FY19 Audit Review by Murphy and Murphy CPA, LLC (Greg Ferguson):**

- The audit produced a finding of unqualified, meaning that the financial records and statements were presented in accordance with generally accepted financial accounting principles.
- From FY18 to FY19, revenue is up 2% and expenditures are down one tenth of a percent.
- FY19 net position increased by almost \$40,000.
- Some information on how money was spent: over \$300,000 on books and audiovisual materials and \$86,000 on furniture, computers, and other tangible assets.
- CCPL has just over \$2 million in assets and \$1.7 million in liabilities. Part of the liability amount, \$1.4 million, is CCPL's share of the County's liability for retiree healthcare. The Library is not on the hook for this amount. The County is on the hook for this, but the Library's share is required to be reported as a liability.
- Overall expenses \$6.88 million. Revenue was at \$6.7 million, plus grants and charges for library services. Net position increased by \$39,960.
- Fund balance just over \$1 million at the end of the FY.
- Cash investments fully collateralized as required.

- Budgeted \$5.8 million. Came in at \$5.5 million. Did not have to use the fund balance.
- Assigned fund balance of \$453,000 is an amount that was used for the FY20 budget to balance that budget.
- The reserve fund balance is \$573,000.
- Investment earnings amounted to just under \$28,000.
- Fund balance grew by just over \$9,000 from \$1,000,090 to a \$1,000,099.
- \$2100 cash on hand would be undeposited cash in different funds throughout the branches.
- \$981,000 in the local government investment pool which most municipalities in the state put their excess cash into.
- Beginning of the year, \$2.38 million in furniture and equipment, increased by \$86,000. Library books and materials went from \$1,275,000 to \$1,307,000.
- Budgeted \$5.8 million in revenue, actually came in at \$5.5 million. Budgeted the use of \$400,000 in fund balance, in reality didn't tap into the fund balance at all. Salaries and wages budgeted almost \$3.9 million, actually paid \$3.6 million.
- Report on internal control found that controls are adequate and staff are following procedures.
- Board recommended posting the audit review on the CCPL website.
- Greg Ferguson addressed the matter of receipts that need to be submitted for Library credit card purchases. Some receipts are not being submitted. Ferguson suggests not allowing the Board to have credit cards, but instead asking them to submit for reimbursement after purchases.
- Board will consider turning in the Board credit card and submitting for reimbursement. Board will discuss this at the next meeting.

- IX. **Action Item: Approval of FY 19 Audit Review by Murphy and Murphy CPA, LLC:** A motion was made to approve the FY19 Audit Review as presented by Kiran (Ron) Sitoula, and it was seconded by Danielle Staudt. The motion carried by a unanimous vote.
- X. **Public Comment:** An attendee made a request for deep internet access.
- XI. **Closed Session:** Janaya Thompson made a motion to move to closed session, and it was seconded by Danielle Staudt. The motion passed unanimously, and the Board entered closed session at 6:44 p.m.
- XII. **Return to Open Session:** Janaya Thompson 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 6:55 p.m.
- XIII. **Action Item: Approval of Topic Discussed in the Closed Session:** A motion was made to uphold the recommendation of the Interim Executive Director regarding the topic of the closed session by Janaya Thompson, and it was seconded by Danielle Staudt. The motion carried by a unanimous vote.

XIV. **Adjourn:** Kiran (Ron) Sitoula made a motion to adjourn. Danielle Staudt seconded the motion. The meeting adjourned at 6:57 p.m.

Next meeting is at the Waldorf West Branch, Mtg. Room B on February 6, 2020 at **6:00 p.m.**