



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



**I. Call to Order - Vesselina Stoytcheva (6:05 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, Barbara Mazor, Krysta Wagner, Brenda Wendell

**Not Present:**

Janaya Thompson, Treasurer

**III. Action Item: Approval of January 2nd 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):**
  - Floor mats have been installed in all branches, a savings of approximately (\$6,000) for the remaining of the fiscal year.
  - Abe Ovidia Duo Jazz in the Stacks at La Plata and Potomac was well received.
  - DauVeen Walker, Branch Manager at Potomac, will be our liaison with the Charles County Literacy Council, looking forward to a partnership.
  - IT - CCPL has completed the Communico transition, and the new software has been posted on the website. It should be an easier interface for staff

and customers to make reservations and view programs. Customers may now cancel their own reservations.

- Innovation Fund proposal - launched a process to submit ideas, proposals due by 2/14, staff will vote on.
- CCPL celebrates the retirements of two long standing staff members: Suzie Kuch and Joan Goldberg. There will be a recognition tomorrow at the Allstaff meeting.
- Bookkeeping and Finance - CCPL has saved over \$6,000 on the 2020 insurance premium, loss calculated on workers compensation.
- Library Priorities- the Branch Safety Assessments have been completed by our insurance company. Branch Managers have been charged with reviewing the suggestions from the insurance company. Library Trustee applications have been received, and we have requested cover letters and resumes.
- The passport acceptance center at West will open on March 2nd.
- The position from ALA on spine labeling and rating was 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 Vesselina Stoytcheva and was seconded by Danielle Staudt. The motion was carried by a unanimous vote.

- **Financial Report (KennethWayne Thompson):**
  - The Financial Report was presented.
  - Line Item 44000 - Fine Revenue - \$10,000 was budgeted, we have exceeded our budget.
  - Line Item 46500 - Misc. - please note CCPL received \$998 cash back from the credit card account, it will be applied directly to the monthly bill.
  - Vending Machine revenue - \$1,000 was budgeted, we are at \$1,180.

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

VII. **SMRLA Board Meeting Update (Danielle Staudt and Samantha Lynch Johnson):** A third representative is needed to represent Charles County. The search for a SMRLA Director is ongoing.

VIII. **Old Business:**

- None

IX. **New Business:**

- **Library Board of Trustee Applicants (KennethWayne Thompson):**
  - Applications have been received, and resumes are being received.
  - It was decided that all candidates will be interviewed and the meeting is to start at 5:00 p.m.

- **Quote-Connection Public Sector Solutions-30 PC's:**
  - We received a quote for 30 new staff PC's. Our current staff PC;s have no warranty and no support, at the 4 year replacement cycle. Old PCs will be refurbished and placed at other branches where needed.

- X. **Action Item: Approval of Purchase of 30 PC's:** A motion was made to approve the purchase of the 30 PC's as presented by Andrew Pizor and was seconded by Danielle Staudt. The motion was carried by a unanimous vote.
- XI. **Public Comment:** None
- XII. **Closed Session:** Claudia Bellony-Atanga made a motion to move to closed session and was seconded by Vesselina Stoytcheva. The motion passed unanimously and the Board entered a closed session at 6:40 p.m.
- XIII. **Return to Open Session:** The board returned to open session at 8:12 p.m.
- XIV. **Adjourn:** The meeting adjourned at 8:14 p.m.

Next meeting is at the Waldorf West Branch, Mtg. Room B on March 5, 2020 at **5:00 p.m.**