



**Charles County Public Library**  
Regular Board Meeting  
Board of Library Trustees  
Waldorf West Library  
Thursday, March 5, 2020  
5:00 p.m.  
MINUTES

I. **Call to Order** - Claudia Bellony-Atanga (5:04 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, Brenda Wendell

**Not Present:**

Janaya Thompson, Treasurer

III. **Action Item: Approval of February 6th Meeting Minutes:** A motion was made to approve the minutes by Danielle Staudt and it was seconded by Vesselina Stoytcheva. The motion was carried by a unanimous vote.

IV. **Discussion Items:**

- **Executive Director's Report** (KennethWayne Thompson):
  - La Plata - Vonda James with the Citizens has been at the branch recruiting people for census jobs.
  - West - As CCPL is increasing storytimes to occur 52 weeks out of the year, which will dovetail with the new Strategic Plan; staff Glenda Fields and Mariana Sprouse presented Black History to 150 students at Diggs Elementary School.
  - West Staff Christopher Lindstrom and Jennika Coleman submitted a grant to ALA - Transforming Communities - regarding locker facilities at West to help our target audience who are unhoused. This would provide a space for them to house their items, hopefully we will get the grant.
  - A shout out to Potomac employee Vince McGee who created a nice display and memorial of Kobe Bryant.

- P.D. Brown - good success with Douglass Women's Rights program - 22 adults in attendance.
  - The Mobile Library continues to support United Way. They attended a Pop Up event in Indian Head where they handed out books and toiletries, and 26 people attended.
  - Innovation Fund presentations will occur tomorrow. Staff will vote and KennethWayne will let the Board know among these projects which one was chosen.
  - Joan Goldberg and Suzie Kuch are retiring after more than 20 years each of service.
  - Programming-Local Authors Reception will be on 3/28. Drop the Mic anniversary is upcoming. Nightsky Recording Studios will teach customers how to effectively use equipment for podcasting and recording.
  - Board Report Library Statistics - reflects a snapshot of our visitors year to date, library statistics. Jess Kahan and Christine England have been working really hard to get the statistics into Tableau. This format can be changed, but it is a great picture of how we are doing, and we will provide it monthly. This will be on our website as well.
  - Human Resources - Jessica Cruse has provided a snapshot of recruiting, 40% internal promotion.
  - The new Executive Director's report was discussed. All agreed it is well done, and is quite easy to find information.
- **Financial Report** (KennethWayne Thompson):
    - Line Item 44000-Fine Revenue-Budget-\$10,000 for fiscal year, currently at \$17,000.
    - Line Item 48000-Sales-such as books, bags, thumb drives. Budget-\$5,000, currently at \$3,200.
    - The sale of library paraphernalia such as t shirts, mugs, etc., was discussed.
    - Line Item 48850-Vending revenue - better than anticipated.
    - Meeting rooms were discussed. KennethWayne mentioned that Communico should be more ease of use than previous software, and that revenue should change.
    - Discussion of passports at WEST, budget revenue is \$5,000.

V. **Action Item: Approval of January Financial Report:** A motion was made to approve the January Financial Report by Claudia Bellony-Atanga and it was seconded by Danielle Staudt. The motion was carried by a unanimous vote.

VI. **SMRLA Board Meeting Update** (Danielle Staudt and Samantha Lynch Johnson): Board meeting is Tuesday at 10:00 a.m. on March 3. Danielle Staudt received the retirement party invite for Sharan Marshall. Samantha Lynch Johnson mentioned there was discussion of funding responsibility with SMRLA and St. Mary's, and also they are working on updating by-laws.

- VII. **Old Business:**
- None
- VIII. **New Business:**
- **Proposed FY 2021 Budget Review** (KennethWayne Thompson):
    - Proposed FY 2021 Review was presented and discussed. It was decided that the other board members not currently present would also review before the budget is approved. A decision would be given to KennethWayne from the Board by the following Tuesday, March 10.
  - **Fund Balance** (KennethWayne Thompson):
    - La Plata building project-needs for the new La Plata building were discussed. KennethWayne proposed setting aside \$350,000 from the Prior Year Reserve fund to be utilized for needs at the new La Plata library.
- IX. **Action Item: Approval of Fund Balance:** A motion was made to approve the library setting aside \$350,000 from the reserve fund in order to support the future library by Claudia Bellony-Atanga and was seconded by Vesselina Stoycheva. The motion was carried by a unanimous vote.
- **Social Media & Collection Development Policy Review:**  
These two policies have no changes, submitted for review to board.
- X. **Action Item: Approval of Social Media & Collection Development Policy:** A motion was made to approve the policies by Samantha Lynch Johnson and was seconded by Vesselina Stoycheva. The motion was carried by a unanimous vote. Diversity offered in a more rounded way was discussed.
- **Strategic Plan** (KennethWayne Thompson) - The joint strategic plan with Tri-County libraries and SMRLA was presented and discussed.
- XI. **Public Comment:** A comment was made by Dr. Karla Kornegay.
- 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 6:02 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 8:21 p.m.
- XIV. **Action Item:** The board voted on the selection of two candidates to serve on the board.
- XV. **Adjourn:** Vesselina Stoytcheva made a motion to adjourn. Danielle Staudt seconded the motion. The meeting adjourned at 8:23 p.m.

Next meeting is at the Waldorf West Branch, Mtg. Room B on April 2, 2020 at **6:00 p.m.**