



Charles County Public Library
Regular Board Meeting
Board of Library Trustees
Meeting Location: **Teleconference**
Dial In: 712-451-0011
Access Code: 676729

The public is invited to attend.

Thursday, April 2, 2020

6:00 p.m.

MINUTES

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

II. **In Attendance via Roll Call:**

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, Shannon Bland, Brenda Wendell

III. **Action Item: Approval of March 5th Meeting Minutes:** Discussion of the Meeting Minutes. Change the wording of when a motion is reflected to remove the word “presented.” Include in the Minutes the vote upon Return to Open Session regarding the selection of two candidates to serve on the Board. A motion was made by Andrew Pizor to approve the minutes as amended and it was seconded by Ron Sitoula. The motion was carried by a unanimous vote.

IV. **Discussion Items:**

- **Executive Director’s Report** (KennethWayne Thompson):
 - The Library Board Report of Tableau Statistics is not included in the Executive Director’s Report this month, as the library did not have access to Tableau Statistics. We hope to have it included in the report next month.
 - HR is complying with the FMLA and emergency sick leave - we are sharing broadly with staff and interpreting the guidance as necessary.
 - The Development Manager position has been filled. Lee Greely will begin on May 27.
 - Since the library shifted to telework, the library is ensuring the team has library related equipment to be able to work from home, formulating work routines

such as a team that can create virtual programming, a team that can answer reference questions by email, and a live chat service on the website. We should have a better idea by next week on what services the Library will be able to provide via telework.

- Claudia Bellony-Atanga thanked KennethWayne and the library team for their quick adjustments with limited timing during this process of switching to digital services due to the Coronavirus.
- KennethWayne Thompson mentioned that at this time hotspots are maxed out, and the library has renewed the hotspots to customers who currently had a hotspot checked out.
- The mobile library itself is a hotspot. KennethWayne discussed the possibility of placing the mobile library in an area where it could be used as a hotspot in a community to help students and others be able to obtain internet access.
- A grant to possibly receive additional hotspots was discussed.
- The library submitted a proposal to increase Hoopla borrowing from 5 to 8 checkouts.
- Discussion of a human resources contingency plan.
- Discussion of staff being telework ready and of administrative leave.
- Lloyd Jansen mentioned specific digital programming that is in the works.

V. **Action Item: Approval of Executive Director's Report:** A motion was made to approve the Executive Director's Report by Claudia Bellony-Atanga and it was seconded by Andrew Pizor. The motion was carried by a unanimous vote.

- **Financial Report (KennethWayne Thompson):**

- Line Item 44000-Fine Revenue-Budget-\$10,000 for fiscal year, currently at \$19,000.
- Line Item 48850 - Vending machine revenue is doing well.
- Line Item 66700 - Salaries - the 11% difference will be researched and an answer will be provided to the board, possibly due to the several positions that have been open during the recruitment process.
- Staff will provide project deliverables on a weekly basis during telework.
- Discussion of the possibility of utilizing the window in the Collection Development area as a possible drive thru service at WEST. **(This possibility would occur in the future, not while in a closed status during the pandemic.)**
- The CARE Act Summary was discussed.

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

VII. **SMRLA Board Meeting Update (Samantha Lynch Johnson):**

- Discussion of Overdrive
- Fine Free Bill making its way through the House and Senate
- SMRLA offers PCI webinar training to library staff, digital tools for reference desk is an example.

VIII. **Old Business:**

- None

IX. **New Business:**

- Board training implementing the review and study of the new Trustee's Orientation packet that was approved by the State Librarian's office was discussed to be done as a refresher for current Trustees and as initial training for the new trustees once onboarded. The training will be virtual now and later will be face to face.
- Claudia Bellony-Atanga suggested a Spring Board Retreat within the guidelines of social distancing.
- The desire of the Board to formally commend the Library staff possibly with a letter to be sent to the MD Independent was discussed.
- Mental health of staff during the pandemic was discussed with resources mentioned.

X. **Public Comment:** None

XI. **Adjourn:** Claudia Bellony-Atanga made a motion to adjourn. Samantha Lynch Johnson seconded the motion. The meeting adjourned at 6:58 p.m.

Next meeting is via TelCon on May 7, 2020 at **6:00 p.m.**