



Charles County Public Library
Regular Board Meeting
Board of Library Trustees
Meeting Location: Online Via Zoom
The public is invited to attend.
Thursday, May 7, 2020
6:00 p.m.
MINUTES

I. **Call to Order** - Andrew Pizor (6:03 p.m.)

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

Claudia Bellony-Atanga, President (joined in after roll call)

Andrew Pizor, Vice President

Kiran (Ron) Sitoula

Samantha Lynch Johnson

Danielle Staudt

Vesselina Stoytcheva

A quorum was present

Staff: KennethWayne Thompson, Lloyd Jansen, Brenda Wendell, Raymond Reed, Karen Wilson, Ashley Littleton, DauVeen Walker, Shannon Bland, Shumaila Qureshi, Jessica Cruse, Tomika Evans, Daniel Rheingrover, Faith Tydings, and Barbara Mazor.

III. **Action Item: Approval of April 2nd Meeting Minutes:** A motion was made by Andrew Pizor to approve the minutes as presented and it was seconded by Ron Sitoula. The motion was carried by a unanimous vote.

IV. **Discussion Items:**

● **Executive Director's Report** (KennethWayne Thompson):

- Staff have been working expeditiously since we have been closed to the public.
- Community Touchpoints: The Board of Elections will be using the WEST meeting rooms for canvassing mail in ballots.
- The Broadband Education Access Emergency Grant was approved; the library has received the hotspots ordered.
- The programming team has been hard at work in the creation of the CCPL blog, there is a link to the blog in the Executive Director's report. The blog is on the CCPL website. The blog contains material for all age groups, and highlights the library's resources. Please review the link and share. The team did an incredible job!
- Two staff members took it upon themselves to make masks for the rest of the team and mailed the masks to staff. We thank them and they look wonderful.

- The board mentioned appreciation and thanks for making the masks.
- The Employee Council launched Spirit Week online, thanks to Karen for coordination.
- Kanopy and Freegal have been rolled out. Creative Bug has been added to the virtual platform.
- The Welcome Back to the Charles County Public Library Reopening Document is in process. A team has been tasked with this, and it will outline a phased approach to reopening with input from CDC and OSHA guidelines. Discussion of reopening followed.
- Virtual program usage for Kanopy and Freegal was discussed.

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

- **Financial Report** (KennethWayne Thompson):
 - There was a request from the County Budget Office to all agencies to examine ways to offset the deficit. We were able to provide \$44,700 from salary savings. The budget is in good shape, very grateful. Discussion followed.
 - CARES Act: The Maryland State Library will receive \$547,000. The State Library will put that into the hands of SMRLA. An amount has not been designated for CCPL yet. Once it is, SMRLA will administer the funds. A list of items to be purchased from the CARES Act funds is drafted, and once received, will be shared with the Board.

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

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

- The process for the CEO position is ongoing. Resumes have been reviewed and preliminary interviews are scheduled for next week. The process is going impressively fast. Discussion followed.

VIII. **Old Business:**

- **Fine Free** (KennethWayne Thompson):
 - The library transitioning to fine free was discussed. A motion was made to approve becoming fine free by Claudia Bellony-Atanga and it was seconded by Ron Sitoula. Discussion followed. A motion was made by Andrew Pizor to table the motion at this time. The motion was tabled, discussion followed.

IX. **New Business:**

- **Board Retreat:** (Claudia Bellony-Atanga):
 - The Board received two proposals for a board retreat. It was decided the board retreat will include the new board members. Discussion followed. It was mentioned that the results of the selected facilitator will be discussed at the next board meeting.

- **New Normal Taskforce:** (KennethWayne Thompson):
 - The County has formed a New Normal Taskforce, with the mission to work together to create guidelines for the reopening of Charles County Departments and Agencies. KennethWayne Thompson is serving on the communications team of the task force. Discussion followed.
- The Live Chat feature has been going well, and includes Sunday hours from 12pm-4pm.

X. **Public Comment:** None

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

Next meeting is via an online platform on June 4, 2020 at **6:00 p.m.**