



Charles County Public Library
Regular Board Meeting
Board of Library Trustees
Meeting Location: Online Via Zoom
The public is invited to attend.
Thursday, June 4, 2020
6:00 p.m.
MINUTES

I. **Call to Order** - Claudia Bellony-Atanga (6:04 p.m.)

II. **In Attendance via Roll Call:**
Claudia Bellony-Atanga, President
Andrew Pizor, Vice President
Samantha Lynch Johnson
Danielle Staudt
Vesselina Stoytcheva
A quorum was present

Staff in Attendance: KennethWayne Thompson, Lloyd Jansen, Brenda Wendell, Raymond Reed, Jessica Cruse, Barbara Mazor, Cecelia Thomas, DauVeen Walker, Diane Stotesbury, Christine Hieb, Julianna Hieb, Megan Burroughs, Faith Tydings, Shannon Bland, Karen Wilson, Ivette Marcucci, Daniel Rheingrover, Krysta Wagner, and Lee Greely.

III. **Action Item: Approval of May 7th Meeting Minutes:** A motion was made by Andrew Pizor to approve the minutes as presented and it was seconded by Samantha Lynch Johnson. The motion was carried by a unanimous vote.

IV. **Discussion Items:**

- **Executive Director's Report** (KennethWayne Thompson):
 - "Staff Wifi for All - Setting up Access Points" (Megan Burroughs), and "Video Conversion at the Library" (Marianne Meador) were submitted to Maryland State Library for consideration under the MLS/LSTA Competitive Grant Cycle FY21
 - Telephone Reference Launch (Lloyd Jansen): The zoom telephone reference took off before CCPL even promoted it. We are wrapping up our third week of the service. 1st week - 81 calls, 2nd week - 79 calls and 3rd week - 90 calls, very popular and proving to be more popular than the live chat service.
 - 100 new hotspots have been processed and circulated to branch locations, and will be offered to the community in which those branches serve. There has been a request received from Charles County Literacy Council and a request made by the school. CCPL will circulate the hotspots evenly, not just to one group. Lifestyles, as well as a number of groups will be identified to receive hotspots.

- Lee Greely, CCPL's new Development Manager was introduced. Lee is getting up to speed on development and is excited to be onboard at CCPL.
 - Claudia mentioned that the Executive Director's report is comprehensive and detailed, the Board has been pleased with the report.
- 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 Samantha Lynch Johnson. The motion was carried by a unanimous vote.
- **Financial Report** (KennethWayne Thompson):
 - The Financial report was discussed.
- VI. **Action Item: Approval of February Financial Report:** A motion was made to approve the April Financial Report by Claudia Bellony-Atanga and it was seconded by Andrew Pizor. The motion was carried by a unanimous vote.
- VII. **SMRLA Board Meeting Update** (Danielle Staudt/Samantha Lynch Johnson):
- The CEO search remains ongoing.
 - There was discussion of the status of the SMRLA representative position for Charles County.
- VIII. **Old Business:** None
- IX. **New Business:**
- **Welcome Back to the Library Reopening Document** (KennethWayne Thompson):
 - The Reopening Document was presented and discussed.
- X. **Action Item: Approval of Welcome Back to the Library Reopening Document:** A motion was made to approve the Welcome Back to the Library Reopening Document by Claudia Bellony-Atanga and it was seconded by Vesselina Stoytcheva. The motion was carried by a unanimous vote.
- **Updated Organizational Chart:** (Jessica Cruse):
 - The updated Organizational Chart was presented. The only change to the chart is the Bookkeeper position reports to the Executive Director instead of the Deputy Director.
- XI. **Action Item: Approval of Updated Organizational Chart:** A motion was made to approve the updated organizational chart by Claudia Bellony-Atanga with the additional information of SMRLA and the Ex-Officio roles to be included; it was seconded by Danielle Staudt. The motion was carried by a unanimous vote.
- There was discussion regarding updating library policies, long term.
- XII. **Public Comment:** None
- XIII. **Adjourn:** Andrew Pizor 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 August 6, 2020 at **6:00 p.m.**