



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

I. **Call to Order** - Claudia Bellony-Atanga (6:00 p.m.)

II. **In Attendance:**

Claudia Bellony-Atanga, President  
Samantha Lynch Johnson  
Vesselina Stoytcheva  
Kiran (Ron) Sitoula  
Suzanne Darby (joined in at 6:38pm)  
*A quorum was present*

Staff in Attendance: KennethWayne Thompson, Lloyd Jansen, Raymond Reed, Jessica Cruse, Lee Greely, Barbara Mazor, Cecelia Thomas, Daniel Rheingrover and Brenda Wendell.

III. **Action Item: Approval of June 4 Meeting Minutes:** A motion was made by Ron Sitoula to approve the minutes as presented and it was seconded by Claudia Bellony-Atanga. The motion was carried by a unanimous vote.

IV. **Discussion Items:**

- **Executive Director's Report** (KennethWayne Thompson):
  - CCPL received a grant from Maryland State Library for \$7,540 and that will enable us to equip our outreach vehicle with an additional hotspot. Thanks to Megan Burroughs from Mobile Library for writing the grant.
  - We have transitioned from Ascentis to Paycom, and thus far the transition has gone well. Virtual training for staff has been provided.
  - Reopening - On June 15 we began Phase I of our reopening, which included a deep cleaning of branches. This week on August 3, we began Phase II to include curbside delivery. Both Lloyd Jansen and Daniel Rheingrover have been very instrumental in the Phase II opening of curbside delivery.
  - A new Draft Development Plan is included in the board packet. The Board is asked to please review the Draft Development Plan, and it will be listed for discussion on the September agenda.
  - Library Facilities - the Potomac Branch received a roof replacement, thanks to the County for the new roof.
  - Ron Sitoula commented that he really enjoyed the July 20 Ibram Kendi event, and suggests similar events would certainly help our community.

- Ron Sitoula mentioned the video for curbside delivery is excellent, and that staff did a fantastic job.
  - Ron Sitoula mentioned the owner of Wild Birds Unlimited is interested in reaching out to CCPL to partner for a virtual program, contact information was provided.
  - KennethWayne mentioned the Charles County Community Mediation Center is hosting a follow up to the July 20 Ibram Kendi event, and that will be held tonight, on August 6.
- **Financial Report** (Barbara Mazor):
    - The June Financial report was discussed. We are below budget. It was discussed to research sustaining more hotspots.

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

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

- The CEO search remains ongoing, 31 applicants. There will be a meeting to review preliminary applications.
- SMRLA opened on June 15 and resumed staggered delivery.

VII. **Phase II Opening:** (KennethWayne Thompson):

- Phase II curbside delivery began on August 3 at branches.
- Lloyd Jansen mentioned it is going well, customers are happy with it. Daniel Rheingrover mentioned he has heard a lot of positive feedback; customers are being patient and kind.
- Claudia Bellony-Atanga expressed much appreciation for the fantastic job that staff has been doing. Samantha Lynch Johnson expressed appreciation and mentioned the Board is well informed and reports are timely.
- Lloyd Jansen mentioned that Daniel Rheingrover has accepted the position of Branch Manager at La Plata, congratulations to Daniel.

VIII. **Old Business:** None

IX. **New Business:**

- **FY 2020 Audit Engagement Letter** (KennethWayne Thompson):
  - The FY 2020 Audit Engagement letter was discussed. The letter will need to be signed and sent back to Murphy & Murphy CPA, LLC., if their services are desired to perform the FY 2020 Audit.
- **Conference Attendance Policy Review** (Jessica Cruse):
  - The Conference Attendance Policy has no changes, up for board review. The policy was discussed.
- **Transfer from Prior Years Reserves**(KennethWayne Thompson):
  - A request to transfer funds from the Prior Years Reserves to our Innovation Fund, line 55950, to purchase the patio furniture at West. The patio items were not ordered last fiscal year and this would allow

them to be purchased this fiscal year.

- X. **Action Item: Approval to Transfer Funds from Prior Years Reserves to Innovation Fund:** A motion was made to approve the transfer of funds from Prior Years Reserves to the Innovation Fund by Ron Sitoula and it was seconded by Claudia Bellony-Atanga. The motion was carried by a unanimous vote.
- Proposed FY 2021 Budget (KennethWayne Thompson):
    - The Proposed FY 2021 Budget was discussed.
    - Library cards via an app on a phone was also discussed, along with the Engage app through Communico.
- XI. **Action Item: Approval of Proposed FY 2021 Budget:** A motion was made to approve the Proposed FY 2021 Budget by Claudia Bellony-Atanga and was seconded by Ron Sitoula. The motion was carried by a unanimous vote.
- **Oath of Office for Suzanne Darby** (Claudia Bellony-Atanga):
    - Suzanne Darby was sworn in as a Library Board Trustee and took an Oath of Office.
- XII. **Public Comment:** None
- XIII. **Adjourn:** Claudia Bellony-Atanga made a motion to adjourn. Samantha Lynch Johnson seconded the motion. The meeting adjourned at 7:02 p.m.

Next meeting is via an online platform on September 3, 2020 at **6:00 p.m.**