



Charles County Public Library
Regular Board Meeting
Board of Library Trustees
Meeting Location: Online Via Zoom
The public is invited to attend.
Thursday, October 1, 2020
6:00 p.m.
MINUTES

I. **Call to Order** - Ron Sitoula (6:04 p.m.)

- II. **In Attendance:**
Samantha Lynch Johnson
Vesselina Stoytcheva
Suzanne Darby
Ron Sitoula
Danielle Staudt
Karla Kornegay
A quorum was present

In Attendance: KennethWayne Thompson, Lloyd Jansen, Jessica Cruse, Barbara Mazor, Raymond Reed, Brenda Wendell, Marianne Meader, Daniel Rheingrover, Karen Wilson, Faith Tydings, and Cecelia Thomas.

- III. **Action Item: Approval of September 3 Meeting Minutes:** A motion was made by Danielle Staudt to approve the minutes and it was seconded by Ron Sitoula. The motion was carried by a unanimous vote.

IV. **Discussion Items:**

- **Executive Director's Report** (KennethWayne Thompson):
 - Systemwide: **Phase III Reopening**
Library service will continue with our Mobile Library and Mobile Outreach Van both equipped with hotspots; target date October 19, 2020. CCPL staff are taking County driving training to work on this project.
 - Maryland State Library conducted a survey in September 2020 that reflects there are a large number of public libraries in MD that are still in a curbside delivery mode. In addition to curbside delivery, public libraries are offering wi-fi hotspots and other library services that are listed in the Executive Director's report.
 - The schedules for the Mobile Library and the Outreach Van are being finalized. Discussion followed.
 - Vesselina Stoytcheva mentioned the virtual sticky notes on the website are impressive.

- V. **Action Item: Approval of October Executive Director's Report:** A motion was made to approve the September Executive Director's Report by Samantha Lynch Johnson and it was seconded by Vesselina Stoytcheva. The motion was carried by a unanimous vote.
- **Financial Report** (Barbara Mazor):
 - The August Financial report was discussed. The library received grant reimbursement for hot spot cases. The audit process is underway.
- VI. **Action Item: Approval of August Financial Report:** A motion was made to approve the August Financial Report by Danielle Staudt and it was seconded by Samantha Lynch Johnson. The motion was carried by a unanimous vote.
- VII. **SMRLA Board Meeting Update** (Danielle Staudt):
 - Ashley Teagle was selected as the new CEO for SMRLA.
- VIII. **Requested items to be on Agenda for upcoming board meetings / discussion** (Danielle Staudt):
 - The board discussed interviewing candidates for the open board position.
 - The board discussed the process of officers being elected to serve on the board.
 - The board discussed conducting a board self evaluation.
- IX. **New Business:**
- **Board Retreat Review** (KennethWayne Thompson):
 - The Board Retreat that occurred on 9/26 was discussed.
 - It was decided to place the By-Laws review on the November Agenda.
- X. **Old Business:** None
- XI. **Public Comment:** None

Closed Session: Ron Sitoula made a motion to move to closed session at 6:35 p.m. Suzanne Darby seconded the motion. The motion passed unanimously and the board moved to a closed session at 6:35 p.m.

Return to Open Session: Ron Sitoula made a motion to return to open session at 6:45 pm. Samantha Lynch Johnson seconded the motion. The motion passed unanimously and the board returned to open session at 6:45.

Adjourn: Ron Sitoula made a motion to adjourn at 6:46 pm. Samantha Lynch Johnson seconded the motion. The motion passed unanimously and the meeting adjourned at 6:46 pm.

Next meeting is via an online platform on November 5, 2020 at 6:00 p.m.