



Charles County Public Library
Regular Board Meeting
Board of Library Trustees
Meeting Location: Online Via Zoom
The public is invited to attend.
Thursday, November 5, 2020
6:00 p.m.
MINUTES

I. **Call to Order** - Ron Sitoula (6:02 p.m.)

II. **In Attendance:**

Claudia Bellony-Atanga, President
Samantha Lynch Johnson
Vesselina Stoytcheva
Suzanne Darby
Ron Sitoula
Danielle Staudt
Karla Kornegay
A quorum was present

Staff In Attendance: KennethWayne Thompson, Lloyd Jansen, Jessica Cruse, Lee Greely, Barbara Mazor, Raymond Reed, Marianne Meador, Brenda Wendell, Ivette Marcucci, Daniel Rheingrover, Shannon Bland, Frances Abelleira, Cecelia Thomas.

III. **Action Item: Approval of October 1 Meeting Minutes:** A motion was made by Ron Sitoula to approve the October minutes 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):
 - Congratulations to Ashley Teagle on her new position as CEO of SMRLA!
 - Systemwide: Three links included in the Executive Director's report pertaining to Covid-19, as well as additional links have all been compiled on CCPL's Extranet, under the Covid-19 Information Center landing page. The Board has access to the Covid-19 Information Center on the CCPL Extranet, when signed into the Board of Trustees email address.
 - Community Touchpoints: CCPL has received great customer feedback regarding our curbside delivery service. A thank you to the staff involved in the coordination of curbside delivery!
 - CCPL has created and curated a List of Resources for Homeschooling, a link is posted on the website. This list of resources will support the community with information for homeschooling and other related areas.
 - In connection with Phase III of our reopening plan - the Mobile Library is back!

- **Financial Report** (Barbara Mazor):
 - The September Financial report was discussed. The miscellaneous income line item was increased by \$1,018, due to a refund and credit card rewards.
 - The Employee Council was dissolved and the funds in the EC bank account were placed into line item 48000.
 - The audit process is continuing. Barbara has provided the auditors with all they have asked for. The auditors are currently still working on items such as payroll and the credit card receipts.

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

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

- Ashley Teagle was selected as the new CEO for SMRLA, she began that role on October 26, 2020. We are so glad Ashley is on board at SMRLA!
- PCI Trainings are available to library staff.
- SMRLA reported a 7 day materials quarantine, and SMRLA is working their way through a processing backlog.
- Ashley Teagle shared that she has attended the Directors Council meeting and she is looking forward to meeting one on one with all regional Library Directors, and she is also prepped for the next SMRLA board meeting.

VII. **Old Business:**

- **By Laws Discussion / Review** (KennethWayne Thompson):
 - Claudia Bellony-Atanga suggested the Board attend the next board retreat session where best practices of By Laws is scheduled to be discussed, and then the Board would review and propose changes, if necessary, to the By Laws in an open session afterwards. It was decided to do so.
- **Reopening Update - Mobile Library** (Lloyd Jansen):
 - Lloyd mentioned a thank you to the staff involved with the coordination of the Homeschooling List of Resources: Jennika Coleman, Sarah Anderson and Faith Tydings.
 - Mobile Library and Outreach Van are back out on the road! Both vehicles are setup with hotspot equipment with a 100' radius.
 - The Mobile Library has a new printer onboard. One of the biggest requests we have had from the public has been requesting to print. Megan Burroughs, Branch Manager for the Mobile Library, suggested CCPL implement a printer on the Mobile Library in order for customers to print documents wirelessly, and Mobile has already been able to do so for a customer.
 - Both vehicles will have some materials available for customers. No one is allowed on the Mobile Library, but customers may request for staff to search for items.
 - We also have mystery grab bags on the Mobile Library and the Outreach Van, which has also become a very popular service for curbside pickup.
 - Mobile Library is planning some pop-up story times and programs. The Mobile

Library and Outreach van back on the road has been very well received. Marketing has been very helpful and the reintroduction of both vehicles on the road has been positive so far.

- Discussion occurred regarding the suggestion to move forward with an article in the local newspaper about the Mobile Library.
- The Mobile Library and Outreach Van's schedule is reflected on the website.
- Dr. Kornegay suggested that sometime in the January for February timeframe, the library host a zoom session for the community for young adults to be informed about becoming a pilot. Dr. Kornegay is aware of some pilots she could recommend be included in the meeting. The purpose is to encourage young adults in the possibilities of not limiting themselves in their career searches. Lloyd will connect Dr. Kornegay with Abby Worden, our Programming Director.
- Discussion occurred regarding making resources available for parents in regards to stress management during the pandemic, and managing mental health.

VIII. **New Business:**

- **Covid-19 Reporting and Closure Procedures** (KennethWayne Thompson):
 - All of the reporting and closure procedures resources are on the CCPL extranet; the Board may access that landing page when logged into the Board of Trustee email.
- **Social Media Tool Kit** (Lee Greely):
 - Lee Greely informed the board detailed information regarding the upcoming Giving Tuesday, which is December 1.
 - Samantha Lynch Johnson suggested an Adopt-a-Hotspot campaign. Suzanne Darby mentioned possibly religious organizations or businesses may also be interested in Adopt-a-Hotspot.

IX. **Public Comment:** None

Closed Session: Claudia Bellony-Atanga made a motion to adjourn the open session meeting and begin closed session at 7:15 p.m. The motion was seconded by Samantha Lynch Johnson. The meeting adjourned at 6:51 p.m. The Board went into closed session at 7:15 p.m.

Return to Open Session: The board returned to open session at 8:55 p.m.

Adjourn: The meeting adjourned at 8:56 p.m.

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