



Monthly Board Meeting Minutes
Board of Library Trustees
Meeting Location: Online Via Zoom
The public is invited to attend.
Thursday, December 3, 2020
6:00 p.m.

I. **Call to Order** - Claudia Bellony-Atanga, President (6:03 p.m.)

II. **In Attendance:**

Claudia Bellony-Atanga, President

Ron Sitoula

Samantha Lynch Johnson

Vesselina Stoytcheva

Suzanne Darby

Danielle Staudt

Karla Kornegay

A quorum was present

Staff In Attendance: Lloyd Jansen, Jessica Cruse, Lee Greely, Barbara Mazor, Raymond Reed, Brenda Wendell, Ivette Marcucci, and Shannon Bland.

III. **Action Item: Approval of November 5 Meeting Minutes:** A motion was made by Danielle Staudt to approve the November 5 minutes and it was seconded by Karla Kornegay. The motion was carried by a unanimous vote.

IV. **Discussion Items:**

- **Executive Director's Report** (Lloyd Jansen):

- Community Touchpoints: The Mobile Library has been out on the road and has seen 158 customers after only approximately 2 weeks. The Mobile Library is offering a printing service for customers. Thanks to Ray and Marianne in IT for troubleshooting the printer.
- Curbside Pickup: Great comments from customers! Mystery grab bags are a bit hit with customers.
- A customer that attended our nonprofit classes since January expressed much appreciation to Candid and library staff for all their help. She recently filed for her 501(c)3 status, now has five board members, and applied and was awarded a grant! Her nonprofit focuses on housing for women recovering from abuse.
- Staff Development: Congratulations to Megan Burroughs, Mobile Library Manager, and Laura Johnson, Children's Associate at Potomac - both have

completed coursework for their MLS degrees! Chris Lindstrom at WEST and Krysta Wagner at P.D. Brown have both just completed the LATI program, congratulations to them as well.

- We had 69 programs in October, with 609 attendees. Dr. Kara Hunt, Director of Education and Outreach for the Maryland Commission on Civil Rights, presented Race In America on 11/18; 105 people registered for the event. Met with positive feedback from the community.
- Phase III Reopening - Mobile Library remains on the road. E-blasts and social media posts were shared to announce this latest phase of reopening.
- Erin Del Signore, Marketing & Communications Manager, is coordinating with the County for CCPL to participate in a video feature for their weekly news program to talk about the library's latest services and resources.
- 500 x 5 initiative will begin 12/4/20.
- Claudia Bellony-Atanga asked if the 500 x 5 program can be scaled to older children to keep them engaged, and tying that back to a community partnership. Lloyd Jansen mentioned he would follow up on this request.
- Staff and Volunteer Appreciation Day - 12/11/20 - the library will close at noon that day and there will be no public services that day. Discussion followed.
- In regards to the 500 x 5 program, Karla Kornegay offered to read to children via zoom once a month or once every two to three months. Claudia Bellony-Atanga suggested community engagement is important. Lloyd Jansen will follow up.
- Claudia Bellony-Atanga asked if there is any follow up regarding the suggested press release to go out in regards to the mobile library. Lloyd Jansen will follow up.

V. **Action Item: Approval of December Executive Director's Report:** A motion was made to approve the December Executive Director's Report by Claudia Bellony-Atanga and it was seconded by Vesselina Stoytcheva. The motion was carried by a unanimous vote.

- **Financial Report** (Barbara Mazor):
 - The October Financial report was discussed.
 - The audit process is continuing.

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

VII. **SMRLA Board Meeting Update** (Danielle Staudt):

- Last month was Ashley Teagle's first board meeting, she did a great job!

VIII. **New Business:**

- Karla Kornegay provided an update on her suggested program for CCPL regarding pilots/medical doctors speaking to the youth. Suzanne Darby suggested that the Information Technology career be included if it is to become a series.

- **Giving Tuesday Update** (Lee Greely):
 - Lee Greely provided an update for Giving Tuesday. \$2,400 was generated for new hotspot acquisitions.
 - An Infographic of Giving Tuesday is included in the board packet.

- **By-Laws Discussion Review** (Danielle Staudt/Vesselina Stoytcheva):
 - A mark-up copy of the By-Laws was presented by Danielle Staudt, discussion followed.

- **Election of New Officers** (Danielle Staudt):
 - Ron Sitoula volunteered to serve as Board Chair, Danielle Staudt was nominated as Vice Chair, and Suzanne Darby volunteered to serve as Treasurer. A survey monkey email from the current Chair, Claudia Bellony-Atanga, will be sent out in the future, and the results from the survey will serve as the official election of board officers.
 - Claudia Bellony-Atanga mentioned that she sent the recommendation to the County listing the selected candidate who will fill the current open board member position.

IX. **Action Item: Approval of the motion presented to change the term length of Board Officers:**
 A motion was made by Claudia Bellony-Atanga to change the current term length for officers to serve. Officers shall not serve more than two consecutive two year terms. This replaces the previous term length of two consecutive one year terms. The motion was seconded by Suzanne Darby. The motion was carried by a unanimous vote.

X. **Public Comment:** None

Adjourn: Claudia Bellony-Atanga made a motion to adjourn the open session meeting at 7:46 p.m. The motion was seconded by Danielle Staudt. The meeting adjourned at 7:46 p.m.

Next meeting is via an online platform on January 7, 2021 at 6:00 p.m.