



Monthly Board Meeting Minutes  
Board of Library Trustees  
Meeting Location: Online Via Zoom  
The public is invited to attend.  
Thursday, January 7, 2020  
6:00 p.m.

I. **Call to Order** - Ron Sitoula, President (6:00 p.m.)

II. **Board Members In Attendance:**

Ron Sitoula, President  
Danielle Staudt, Vice President  
Suzanne Darby, Treasurer  
Samantha Lynch Johnson  
Vesselina Stoytcheva  
Karla Kornegay  
Monica Allgauer  
*A quorum was present*

In Attendance: Gregory Ferguson, KennethWayne Thompson, Lloyd Jansen, Jessica Cruse, Abby Worden, Barbara Mazor, Raymond Reed, Brenda Wendell, Kat Jolie, Cecelia Thomas and Shannon Bland.

III. **Action Item: Oath of Office for Monica Allgauer** (Ron Sitoula):

Monica Allgauer was sworn in as a Library Board Trustee and took an Oath of Office.

IV. **Action Item: Approval of December 3 Meeting Minutes:** A motion was made by Samantha

Lynch Johnson to approve the December 3 minutes and it was seconded by Karla Kornegay. The motion was carried by a unanimous vote.

V. **Discussion Items:**

● **Executive Director's Report** (KennethWayne Thompson):

- Welcome Monica Allgauer!
- Our Mobile Library is on the road and will be visiting our branches Tuesday through Friday from 2:00 - 4:00 p.m. As our locations are physically closed, the mobile library will be onsite to help with printing services, computer use and material checkouts for our community.
- Lee Greely has in only seven months been able to tap into our community, find and develop a software that is just the right fit for us. Above all, we had a great Giving Tuesday HotSpot 100 campaign that will allow us to get over 60 hotspots

and cases. Our End of Year giving Wish Board thus far has received over \$1,100. From June to December - CCPL raised \$6,700. I would like to recognize Lee Greely for his efforts.

- Ron Sitoula expressed sincere thanks to Lee Greely on behalf of the Board.
- The Program and Outreach Manager open position was discussed.
- The DRAFT FY22 Budget Proposal has been provided to the County Finance office, the numbers will change before finalized and then will be provided to the Board for review.
- It was clarified that any purchase over \$10,000 will require two signatures.

- **Financial Report** (Barbara Mazor):

- The November Financial report was discussed.

VI. **Action Item: Approval of November Financial Report:** A motion was made to approve the November Financial Report by Suzanne Darby and it was seconded by Karla Kornegay. The motion was carried by a unanimous vote.

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

- Danielle Staudt's term on the SMRLA board is up for renewal at the next SMRLA meeting in March or April. Danielle advised the Board that she is willing to continue to serve on the SMRLA board to represent Charles County.

VIII. **Action Item: SMRLA Representative:** A motion was made to accept Danielle Staudt to continue to serve on the SMRLA Board by Samantha Lynch Johnson and it was seconded by Vesselina Stoytcheva. The motion was carried by a unanimous vote.

IX. **New Business:**

- **Audit Review** (Greg Ferguson, Murphy & Murphy CPA, LLC):

- The FY20 audit review was presented by Greg Ferguson. Discussion followed.

X. **Action Item: Approval of the FY20 Audit:** A motion was made to approve the FY20 Audit as presented by Greg Ferguson by Samantha Lynch Johnson and it was seconded by Danielle Staudt. The motion was carried by a unanimous vote.

- **Public Computer Policy Revised 12/17/20** (Lloyd Jansen):

- The Public Computer Policy was discussed.

XI. **Action Item: Approval of the Public Computer Policy Revised 12/17/20:** A motion was made to approve the Public Computer Policy Revised 12/17/20 by Vesselina Stoytcheva and it was seconded by Karla Kornegay. The motion was carried by a unanimous vote.

- **Library Program Policy Revised 12/31/20** (Lloyd Jansen):

- The Library Program Policy was discussed.

XII. **Action Item: Approval of the Library Program Policy Revised 12/31/20:** A motion was made by Karla Kornegay to approve the Library Program Policy Revised 12/31/20 and it was seconded by Samantha Lynch Johnson. The motion was carried by a unanimous vote.

XIII. **Old Business:**

- **By-Laws Changes (Danielle Staudt):**
  - The proposed changes to the By-Laws were discussed. It was decided by the Board to add this review to the February Agenda.
  
- **Board Operations Manual (KennethWayne Thompson):**
  - The Board Operations Manual was discussed. The Board was asked to outline any specific duties desired to be included in the document and provide feedback of the document. It was decided by the Board to add this review to the February Agenda.

XIV. **Public Comment:** None

**Closed Session:** Karla Kornegay made a motion to adjourn the open session meeting and begin closed session at 7:04 p.m. The motion was seconded by Danielle Staudt. The meeting adjourned at 7:04 p.m. The Board went into closed session at 7:05 p.m.

**Return to Open Session:** Ron Sitoula made a motion to return to open session at 7:45 p.m. The motion was seconded by Samantha Lynch Johnson. The meeting returned to open session at 7:45 p.m.

**Adjourn:** Ron Sitoula made a motion to adjourn the meeting. The motion was seconded by Danielle Staudt. The meeting adjourned at 7:46 p.m.

Next meeting is via an online platform on February 4, 2021 at 6:00 p.m.