



Monthly Board Meeting Minutes  
Board of Library Trustees  
Meeting Location: Online Via Zoom  
The public is invited to attend.  
Thursday, March 4, 2021  
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

Monica Allgauer

Karla Kornegay

*A quorum was present*

Staff In Attendance: KennethWayne Thompson, Lloyd Jansen, Jessica Cruse, Barbara Mazor, Raymond Reed, Brenda Wendell, Daniel Rheingrover, Ivette Marcucci, Cecelia Thomas, Debbie Erwin, Jess Kahan, Shannon Bland, and Kate Jones

III. Samantha Lynch Johnson: The Board would like to recognize employees who have a birthday in March: Megan Burroughs, Glenda Fields, Jessica Cruse, Lee Greely and Vince McGhee - Happy birthday! Thank you for your service to Charles County Public Library from the Board of Library Trustees!

IV. **Action Item: Approval of January 7, 2021 Meeting Minutes:** A motion was made by Samantha Lynch Johnson to approve the January 7 minutes and it was seconded by Ron Sitoula. The motion was carried by a unanimous vote.

V. **Action Item: Approval of February 4, 2021 Meeting Minutes:** A motion was made by Samantha Lynch Johnson to approve the February 4 minutes and it was seconded by Ron Sitoula. The motion was carried by a unanimous vote.

VI. **Discussion Items:**

- **Executive Director’s Report** (KennethWayne Thompson):
  - The MLA/DLA conference will be held May 3-7, a link is included in the report.
  - The ALA Annual conference is scheduled for June 23-29.
  - The MD Covid-19 data dashboard is included in the report.
  - Hotspot for Department of Aging: Daniel Rheingrover & Diane Stotesbury collaborated with Program Coordinator Abby Worden to provide a hotspot to the Department of Aging that will be used to assist them in providing their free tax preparation service this Spring.
  - CCPL Wellness series begins March 8. Staff provided feedback on classes they would like to participate in.
  - Innovation fund proposals will be presented on March 19.
  - Insurance renewals have taken place. The Management Liability package has increased, further information is provided in the report.
  - Partnership Grant opportunities - Maryland Humanities event “Why it Matters” on March 16 - with authors Kimberly Jones and Gilly Segal - joint project presented by Maryland Humanities along with Prince George’s County, Anne Arundel, Baltimore County, Carroll County, Enoch Pratt and Harford County.
  - The CCPL @ Home blog has a blog that provides highlights for career opportunities and various resources for job preparation.
  
- **Financial Report** (Barbara Mazor):
  - Donations for January 2021 totaled \$1,300.
  
- **FY22 Budget Proposal** (KennethWayne Thompson):
  - A meeting with the County Administrator and County Finance Department occurred on March 1 to review the FY22 Budget Proposal. CCPL is awaiting a date to go before the Commissioners to speak toward the requests in the budget proposal, and that date will be shared with the board. It was requested that a board member please join the meeting.

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

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

- SMRLA will hold their Annual Corporation Meeting on March 9 via Zoom. Please let Danielle know if you would like to attend as a board member.

IX. **Old Business:**

- **By-Laws Changes** (Danielle Staudt):
  - Discussion of the changes to the By-Laws will be placed on the April 2021 Agenda. A Code of Ethics will be built and possibly placed on the April agenda. The Code of Ethics will be incorporated into the discussion of the By-Laws changes/review.

- **Board Operations Manual:**
  - It was decided during discussion of the By-Laws that the Board Operations Manual will be placed on the April Agenda to discuss how the committee will be formed and a timeframe.

X. **New Business:**

- **Collection Development Policy Revised 2/25/21 (Lloyd Jansen):**
  - The Collection Development Policy was discussed.

XI. **Action Item: Approval of Collection Development Policy:** A motion was made to approve the Collection Development Policy by Karla Kornegay and it was seconded by Danielle Staudt. The motion was carried by a unanimous vote.

- **Fine Free (Lloyd Jansen):**
  - A proposal to become Fine Free was presented and discussed.

XII. **Action Item: Fine Free Proposal:** A motion was made by Ron Sitoula to become Fine Free, as recommended by the CCPL Fine Free presentation. It was seconded by Vesselina Stoytcheva. The motion was carried by a unanimous vote.

- **IT Purchase (KennethWayne Thompson/Raymond Reed):**
  - An upcoming IT Purchase was discussed.

XIII. **Action Item: Approval of IT Purchase for public PC's:** A motion was made to approve the IT Purchase for public PC's by Ron Sitoula and it was seconded by Suzanne Darby. The motion was carried by a unanimous vote.

- **Phase III Reopening - Branches (KennethWayne Thompson):**
  - CCPL is working towards a gradual reopening with limited hours to offer the public access to computer/internet and printing. Specifics have not yet been finalized. Curbside delivery and virtual programming will continue. More information will be provided in the near future.

XIV. **Public Comment:** Mel Davis stated an observation regarding staff being in the library building.

**Closed Session:** Danielle Staudt made a motion to adjourn the open session meeting and begin closed session at 7:19 p.m. The motion was seconded by Ron Sitoula . The Board went into closed session at 7:19 p.m.

**Return to Open Session:** Ron Sitoula made a motion to return to open session at 7:34 p.m. The motion was seconded by Karla Kornegay. The meeting returned to open session at 7:34 p.m.

**Adjourn:** Ron Sitoula made a motion to adjourn the meeting. The motion was seconded by Karla Kornegay. The meeting adjourned at 7:35 p.m.

Next meeting is via an online platform on April 1, 2021 at 6:00 p.m.