



Monthly Board Meeting Minutes
Board of Library Trustees
Meeting Location: Online Via Zoom
The public is invited to attend.
Thursday, April 1, 2021
6:00 p.m.

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

II. **Board Members In Attendance:**

Ron Sitoula, President
Suzanne Darby, Treasurer
Samantha Lynch Johnson
Vesselina Stoytcheva (joined late)
Monica Allgauer
Karla Kornegay
A quorum was present

Absent: Danielle Staudt, Vice President

Staff In Attendance: KennethWayne Thompson, Lloyd Jansen, Jessica Cruse,
Raymond Reed, Brenda Wendell, Daniel Rheingrover and Johanna James

III. Ron Sitoula: The Board would like to recognize employees who have a birthday in April: - Happy birthday! Thank you for your service to Charles County Public Library from the Board of Library Trustees!

IV. **Action Item: Approval of March 4 Meeting Minutes:** A motion was made by Samantha Lynch Johnson to approve the March 4 meeting minutes and it was seconded by Suzanne Darby. The motion was carried by a unanimous vote.

V. **Discussion Items:**

- **Executive Director's Report** (KennethWayne Thompson):
 - More than 80% of staff have registered for a vaccine appointment.
 - Innovation Fund - Three great presentations, most votes went toward purchasing 25 ChromeBooks for circulation.
 - PG County Memorial Library and Frederick County Library - virtual program - Viva Latino - great partnership.
 - Library Giving Day is April 7. Promotions for this campaign have started via email, social media and curbside bags.

- Karla Kornegay suggested that she would be interested in virtually reading to children as a suggested program, possibly once a month or every two months.
 - Ron Sitoula suggested a staff appreciation gesture. Discussion followed.
 - **Financial Report** (KennethWayne Thompson):
 - The financial report was presented. 43300 Line Item Donations - a total of \$8,251.13 in continued donations.
 - Discussion of the financial report followed.
- VI. **Action Item: Approval of February Financial Report:** A motion was made to approve the February Financial Report by Suzanne Darby and it was seconded by Samantha Lynch Johnson. The motion was carried by a unanimous vote.
- VII. **SMRLA Board Meeting Update** (Samantha Lynch Johnson):
- No new updates.
- VIII. **Old Business:**
- **By-Laws Changes Review** (Ron Sitoula):
 - It was decided to place this on a future agenda.
- IX. **New Business:**
- **Code of Ethics** (Ron Sitoula):
 - Ongoing - Ron Sitoula requested the Board be sent a shared document to review and modify, derived from the link sent by Danielle Staudt from the Kingston Library Code of Ethics, for reference.
 - **IT Purchase-Twelve Public Computers** (Raymond Reed):
 - IT Request - Purchase twelve additional PC's.
- X. **Action Item:** A motion was made by Suzanne Darby to approve the purchase of the twelve personal computers. It was seconded by Samantha Lynch Johnson. Karla Kornegay dissented. The motion was carried by a majority vote.
- **Nepotism DRAFT Revision March 2021** (Jessica Cruse):
 - The Nepotism Draft Revision was presented.
- XI. **Action Item: Approval of the Nepotism Draft Revision:** A motion was made to approve the Nepotism Draft Revision by Karla Kornegay and it was seconded by Samantha Lynch Johnson. The motion was carried by a unanimous vote.
- **Board Operations Manual Discussion** (Ron Sitoula):
 - A board committee was formed to prepare a draft Board Operations Manual. Ron Sitoula, Vesselina Stoycheva and Samantha Lynch Johnson volunteered to serve on this board committee.

- **Charles County Literacy Council's event-Balloon Pop Fundraiser** (Monica Allgauer):
 - The specifics of the fundraiser were discussed.

XII. **Public Comment:** None

Closed Session: Ron Sitoula made a motion to adjourn the open session meeting and begin closed session at 7:06 p.m. The motion was seconded by Vesselina Stoytcheva. The Board went into closed session at 7:07 p.m.

Return to Open Session: Suzanne Darby made a motion to return to open session at 7:35 p.m. The motion was seconded by Monica Allgauer. The meeting returned to open session at 7:36 p.m.

Adjourn: Ron Sitoula made a motion to adjourn the meeting. The motion was seconded by Danielle Staudt. The meeting adjourned at 7:37 p.m.

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