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
Vesselin 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** (Kenneth Wayne 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.