



Monthly Board Meeting Minutes
Board of Library Trustees
Meeting Location: Online Via Zoom
The public is invited to attend.
Thursday, May 6, 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,
Lee Greely, Brenda Wendell, Ivette Marcucci

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

IV. **Action Item: Approval of April 1 Meeting Minutes:** A motion was made by Ron Sitoula to
approve the April 1 meeting 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):
 - Passport Relaunch Services at Waldorf West - Target date: July 7, 2021.
 - Systemwide: The Mobile Library's fuel pump and control board are not working. The County Fleet department is repairing the vehicle. Until the vehicle is repaired, the outreach van will be used to fulfill scheduled stops.
 - Community Touchpoints: We were able to donate six old PC's to Lifestyles of Maryland, Inc.
 - A monetary donation from the library was given to the Charles County Literacy Council.

- Phase III reopening - the library has gradually opened up the doors by appointment only at Potomac, La Plata and P.D. Brown branches. Remote printing services rolled out on April 28.
- The outdoor seating at La Plata and also the seating and garden at Waldorf West was discussed.
- **Financial Report** (KennethWayne Thompson):
 - Donations: \$20,000. Spending is holding steady.
 - A request to transfer \$18,354.21 from prior years reserves was presented.
 - American Rescue Plan Act (ARPA): approximately \$3,000,000 should be received by the State of Maryland by this Act. Maryland State Library is in the process of creating a grant process to submit ideas to receive some of these funds. Further information to follow about applying for the grant. A brainstorming of ideas is in the works.
 - Build America’s Libraries Act: This will support capital improvements for Maryland libraries. This is currently being discussed in the House and Senate, further information to follow.

VI. **Action Item: Approval of March Financial Report to include approval of prior years reserves transfer of \$18,354.21:** A motion was made to approve the March Financial Report by Ron Sitoula as presented and with the approval of the requested prior years reserves transfer of \$18,354.21 (Line Item 47000) as recommended by KennethWayne Thompson. It was seconded by Suzanne Darby. The motion was carried by a unanimous vote.

VII. **SMRLA Board Meeting Update** (Danielle Staudt & Samantha Lynch Johnson):

- There is a Revised Regional Resource Centers Statute proposal that has been presented to the SMRLA board that revises the composition of the SMRLA board, changing the board from an advisory board to a governing board. Due to the concerns regarding appropriate representation, it was decided that the link to the proposed Revised Regional Resource Centers Statute would be sent to the CCPL board members for review by Samantha Lynch Johnson. It was also decided that board members should review and send any comments to Danielle Staudt.

VIII. **New Business:**

- **Development Report** (Lee Greely):
 - Library Giving Day Update was on April 7. Over \$5,500 in donations received. A development update was presented by Lee Greely.
- **Draft Interim and Acting Pay Policy-Revised 5/2021** (Jessica Cruse):
 - The revised draft Interim and Acting Pay Policy was presented.

IX. **Action Item:** A motion was made by Ron Sitoula to approve the Draft Interim and Acting Pay Policy-Revised 5/2021. It was seconded by Samantha Lynch Johnson. The motion was carried by a majority vote.

- **Staff Use of Computers-Rev. 5/2021** (Jessica Cruse):
 - The revised Staff Use of Computers Policy was presented.

X. **Action Item: Approval of the Staff Use of Computers-Rev. 5/2021:** A motion was made to approve the Staff Use of Computers-Revised 5/2021 by Karla Kornegay and it was seconded by Danielle Staudt. The motion was carried by a unanimous vote.

XI. **Public Comment:** None

Adjourn: Ron Sitoula made a motion to adjourn the meeting. The motion was seconded by Vesselina Stoytcheva. The meeting adjourned at 7:03 p.m.

Next meeting is via an online platform on June 3, 2021 at 6:00 p.m.