



Monthly Board Meeting Minutes
Board of Library Trustees
Meeting Location: Online Via Zoom
The public is invited to attend.
Thursday, June 3, 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, Barbara Mazor, Jessica Cruse, Brenda Wendell

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

IV. **Action Item: Approval of May 6 Meeting Minutes:** A motion was made by Suzanne Darby to approve the May 6 meeting minutes and it was seconded by Vesselina Stoytcheva. The motion was carried by a unanimous vote.

V. **Discussion Items:**

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

- Some CCPL staff participated in the Charles County Community Clean up Day on May 22 - about 15 family and friends cleaned up Chapel Point State Park, great effort.
- The Citizens for Charles County Public Library held an outside book sale on May 16, with about 170 sales and \$519 received. Thanks to the Citizens for Charles County Public Library.
- Chromebooks and Hotspots have been delivered and set up, ready to be circulated at each of our branches and the Mobile library.
- Community Touchpoints - Hosted Senator Arthur Ellis and the Charles County Maryland Delegation for their press conference on May 11 at Waldorf West. Two

of CCPL's padcasters with tripods were utilized to help the Senator and Delegate staff stream the press conference via Facebook live. Ron Sitoula requested the Board be notified prior to these types of scheduled events/meetings.

- Human Resources - The Maryland Library Association grant of \$2,600 enables six of our staff to participate in the MLA conference and five staff members will attend the MLA virtual conference in June.
 - We received great feedback from staff regarding Staff Development Day. It was very well coordinated, receiving a rating of 8.5 out of 10, thanks to Jessica and Marina in Human Resources.
 - Reopening - moving slowly yet methodically and firmly. Waldorf West will include browsing on June 14. All four branches will be at the same service level. Relaunching passport services for Staff Family and Friends Days will be Wednesday July 7 and Saturday July 10, in preparation for passport services for the general public to be available July 12. July 12 may be the next step of reopening with no appointment necessary. Ron Sitoula suggested a video be posted on the website announcing the next phase of reopening. Discussion followed.
- **Financial Report** (Barbara Mazor):
 - Donations: \$6,158 received in April.
 - Expenses: Mostly under budget or on target. Three accounts appear as if we are overspent: automation software, equipment purchases and maintenance agreements. This is not the case - an invoice was received late for automation software and invoices also have to be expensed according to the terms of the renewal contracts.
 - Ron Sitoula, Suzanne Darby and Karla Kornegay signature cards have been added to the library bank accounts.

VI. **Action Item: Approval of April Financial Report:** A motion was made to approve the April Financial Report by Suzanne Darby as presented by Barbara Mazor. It was seconded by Samantha Lynch Johnson. The motion was carried by a unanimous vote.

- **Newcomb-Hart Library Foundation** (KennethWayne Thompson):
 - A yearly distribution amount was received from our Newcomb-Hart Library Foundation. The amount of \$1,163.75 received was reinvested into the same Newcomb-Hart Library Foundation fund.

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

- No update

VIII. **New Business:**

- **American Rescue Plan Act (ARPA) Grant** (KennethWayne Thompson):
 - We are applying for a new outreach van as well as wi-fi antennas for our locations to extend the reach of wi-fi in neighborhoods and communities. The team is working on the final touches and an update will follow if we receive either one or both of the grants.

- **La Plata Library Update** (KennethWayne Thompson):
 - The La Plata Town Council has approved a budget amendment for \$360,000 to purchase land for the new library. The site has not yet been publicly announced by the La Plata Town Council. Once the site is mentioned publicly, KennethWayne and the Development office will discuss ideas for a capital campaign.

- **Wharf at O'Donnell Lake Association** (KennethWayne Thompson):
 - This association provides a homeowners association for our Waldorf West library. The association rules have been vague and it is not clear what the homeowner's association handles on the property and what the County is responsible for. KennethWayne has asked to serve on this board to gain more clarity and will include reports from this association from time to time to clarify the role of the County and the role of the homeowner's association as it pertains to the Waldorf West library.

IX. **Public Comment:** None

Adjourn: Ron Sitoula made a motion to adjourn the meeting. The motion was seconded by Karla Kornegay. The meeting adjourned at 6:42 p.m.

Next meeting is via an online platform on August 5, 2021 at 6:00 p.m.