



Monthly Board Meeting Minutes
Board of Library Trustees
Meeting Location: Online Via Zoom
The public is invited to attend.
Thursday, August 5, 2021
6:00 p.m.

I. **Call to Order** - Ron Sitoula, President (6:02 p.m.)

II. **Board Members In Attendance:**

Ron Sitoula, President
Suzanne Darby, Treasurer
Samantha Lynch Johnson
Vesselina Stoytcheva
Karla Kornegay
A quorum was present

Excused Absence: Danielle Staudt, Vice President

Staff In Attendance: KennethWayne Thompson, Barbara Mazor, Jessica Cruse,
Brenda Wendell, Debbie Erwin, Katrina Gardner, Anita Grant, Erin Del Signore

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

IV. Action Item: Approval of June 3 Meeting Minutes: A motion was made by Ron Sitoula to
approve the June 3 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):
 - The library was awarded two American Rescue Plan Act grants that we applied for: our WiFi Antenna grant application for \$18,740 will be fully funded to purchase 8 outdoor wifi antennas (2 for each library location) and our New Outreach Van application will be funded with \$100,000.
 - As of July 12, the branches are fully open with no appointment needed.
 - Return to work guidelines are included in the Executive Director's report.
 - A Charles County message regarding wearing masks was shared. Discussion followed.
 - Community Touchpoints: Mobile Library staff represented CCPL at the Fox5 zip trip.

- The new Community Engagement Department has been established and consists of a combination of Marketing and Communications, Programming and Outreach:
 - Erin Del Signore-Associate Director, Community Engagement
 - Abby Worden and Ashley Littleton will be Program Coordinators
 - Staff Development: Four staff members have earned their MLIS in FY 21:
 - Faith Tydings, Children’s Supervisor, P.D. Brown
 - Sarah Anderson, Children’s Supervisor, Potomac
 - Laura Johnson, Children’s Librarian, Potomac
 - Megan Burroughs, Mobile Library Branch Manager
 - Collection Development: Hoopla circulations have been increased from 7 to 10 per month, thanks to the additional financial support from SMRLA.
 - Wowbrary, a weekly newsletter that makes customers aware of all the new materials that are being ordered, has been launched.
 - Flipster will be launching in the near future, which is a service for magazine subscriptions.
- **Financial Report** (Barbara Mazor):
 - The June financial report was presented. Line Item 46500, the actual amount for credit card rewards for the year is \$3,082.94, not \$1,691.77 as reflected in the report. Please note the correction.
 - Expenses: Automated software and equipment and the innovation fund are on budget.
 - Misc. expense: \$4,869.10 amount includes some fraudulent charges to a credit card that was compromised. The bank has credited the amount back to the card.

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

- **Transfer Requests:** (KennethWayne Thompson):
 - At the May 6, 2021 board meeting \$18,354 was approved to be transferred. However, those funds remain in our prior year reserves.
 - 1) Request to transfer \$2,573.41 from prior years reserves (refunds from the EC Council that has been disbanded) to line 56000 Human Resources, to support the new employee recognition and rewards platform, Bonusly.
 - 2) Request to transfer \$1,020 from prior years reserves to line 53000 Donation purchases expenses, to purchase Wowbrary.

VII. Action Item: Approval of request to transfer \$2,573.41 from prior years reserves to Human Resources to support the new employee recognition and rewards platform AND request to transfer \$1,020 from prior years reserves to donation purchases expenses to purchase Wowbrary: A motion was made to approve both transfer requests listed above by Ron Sitoula. It was seconded by Karla Kornegay. The motion was carried by a unanimous vote.

VIII. **SMRLA Board Meeting Update** (Samantha Lynch Johnson):

- No update; the SMRLA Board did not meet in July.

IX. **New Business:**

- **Certification for Cooperative Local-State Library Aid Form** (KennethWayne Thompson):
 - This form certifies that the monies received from the County and State are recorded. Discussion followed.
- **Open Meetings Act Training** (Ron Sitoula):
 - The training is free conducted by the University of Maryland. Ron Sitoula recommended and requested board members to consider taking the Open Meetings Act training.
- **Juneteenth Holiday:** (KennethWayne Thompson):
 - A request was made to add Juneteenth as a recognized holiday, beginning June 2022.

X. **Action Item: Approval of Juneteenth as recognized holiday:** A motion was made by Ron Sitoula to approve Juneteenth as a recognized holiday. It was seconded by Samantha Lynch Johnson. The motion was carried by a unanimous vote.

- **Organizational Chart:** (KennethWayne Thompson):
 - The current organizational chart was presented. Discussion followed.

XI. **Action Item: The Board to recognize Monica Allgauer's resignation letter:** A motion was made to recognize the recognition letter of Monica Allgauer by Ron Sitoula. It was seconded by Samantha Lynch Johnson. The motion was carried by a unanimous vote.

XII. **Old Business:**

- **New La Plata Library Update** (KennethWayne Thompson):
 - There was an evaluation for design proposals for the architect and Arel Architects out of Clinton, MD will be architect for the new La Plata library. The Town of La Plata has purchased property and has shared that property with the County Commissioners for a signed lease. The lease has not yet been signed. Upon signing of the lease, a formal announcement of the site will be shared, and we will start our capital campaign for the new 28,000 SF library.

XIII. **Public Comment:** None

Adjourn: Ron Sitoula made a motion to adjourn the meeting. The motion was seconded by Suzanne Darby. The meeting adjourned at 6:48 p.m.

Next meeting is via an online platform on September 2, 2021 at 6:00 p.m.