



Monthly Board Meeting Minutes
Board of Library Trustees
Meeting Location: Online Via Zoom
The public is invited to attend.
Thursday, September 2, 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
A quorum was present

Absent: Karla Kornegay

Staff In Attendance: KennethWayne Thompson, Lloyd Jansen, Barbara Mazor, Jessica Cruse, Brenda Wendell, Lee Greely, Erin Del Signore, Debbie Erwin, and Dani Kerr.

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

IV. Action Item: Approval of August 5 Meeting Minutes: A motion was made by Ron Sitoula to approve the August 5 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):
 - The Mobile Library is out and about, even in the hot weather. 291 participants for the Mobile Mondays in the Park - 75 in attendance.
 - The PD Brown branch participated in the Back to School Fiesta hosted by Commissioner Stewart.
 - CCPL recycled and donated some library computers to Spring Dell as well as Ordnance Road Correctional Center.
 - Thank you to the Board for approving additional money to hire an additional custodian at West. Jeffrey Taylor began employment on 9/1.

- Community Engagement - CCPL hosted a roundtable for Senator Chris Van Hollen and other dignitaries at the Waldorf West branch on August 17. There was a 90 minute discussion on broadband opportunities, where CCPL provided some ideas and suggestions.
- Institute of Museum and Library Services - National Leadership Grant for Libraries: this is a grant that is in process. CCPL would like to install a 24/7 library kiosk at the Nanjemoy Community Center. This kiosk would be Wi-Fi ready, and house books and the latest technology. Lee Greely and KennethWayne Thompson will keep the Board updated on this grant opportunity.
- **Financial Report** (Barbara Mazor):
 - The Financial Report was presented by Barbara Mazor. The auditor has begun working on the audit for FY21.

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

- **Transfer Requests:** (KennethWayne Thompson):
 - Transfer \$2,405.92 from Prior Years Reserves/Donations account to Donations Purchase Expense for:
 - \$500 earmarked for Toiletries for Homeless to support Lifestyles of Southern Maryland, Inc., Community Resource Day Oct 27, 2021
 - \$250 - Additional email accounts (5 email accounts, 1 for each branch) These would be used for branch staff to access Canva, Facebook and other external platforms
 - \$1,655.92 to purchase 4iPads and cases:
 - 2 iPads and cases for storytime /programming on Mobile Library and Outreach Van and demonstration of downloadable materials and various apps
 - 2 iPads and cases to be used in the Potomac children's department

VII. Action Item: Approval of request to transfer \$2,405.92 from Prior Years Reserves/Donations account to the Donation Purchase Expense as outlined above. A motion was made to approve the transfer request outlined above by Ron Sitoula. It was seconded by Vesselina Stoytcheva. The motion was carried by a unanimous vote.

VIII. **SMRLA Board Meeting Update** (Danielle Staudt):

- No update

IX. **New Business:**

- **100 Year Celebration Planning Update:** (Erin Del Signore & Lee Greely):
 - An update was provided for the 100 Year Celebration Planning. Discussion followed.

- **Virtual Cards** (Lloyd Jansen & Erin Del Signore):
 - A partnership with Charles County Public Library and Charles County Public Schools is in process and in the final stages. This partnership will ensure all Charles County Public School students can have a CCPL virtual library card. The process was presented and discussion followed. There was a concern about what student information would be available to CCPL, for privacy purposes. An explanation was provided that the only information received will be: student first name, middle name or initial, last name, birth year and school identification number.

- **FMLA Policy and Bereavement Policy (Revised):** (Jessica Cruse):
 - FMLA Policy Changes: Staff will be required to use paid leave concurrently with FMLA. This is the best practice in FMLA Administration and HR policies. Other changes - eligibility criteria added.
 - Bereavement Policy Changes: Expanded the bereavement leave to include all employees, not just full time employees - one week to commensurate with normally scheduled work hours. Supervisors can approve up to an additional week after that. Other changes: the definition of family member was expanded to include familial relationships that are not necessarily legally or blood related to employees.

X. Action Item: Approval of FMLA Policy and Bereavement Policy (Revised): A motion was made to approve the revised FMLA Policy and revised Bereavement Policy by Suzanne Darby as presented by Jessica Cruse. It was seconded by Ron Sitoula. The motion was carried by a unanimous vote.

XI. **Public Comment:** None

Adjourn: Samantha Lynch Johnson made a motion to adjourn the meeting. The motion was seconded by Ron Sitoula. The meeting adjourned at 6:56 p.m.

Next meeting is via an online platform on October 7, 2021 at 6:00 p.m.