



Monthly Board Meeting Minutes
Board of Library Trustees
Meeting Location: Online Via Zoom
The public is invited to attend
Thursday, October 7, 2021
6:00 p.m.

I. **Board Members In Attendance:**

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

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

III. Action Item: Approval of September 2 Meeting Minutes: A motion was made by Ron Sitoula to approve the September 2 meeting minutes and it was seconded by Vesselina Stoytcheva. The motion was carried by a unanimous vote.

IV. **Discussion Items:**

- **Executive Director’s Report** (KennethWayne Thompson):
 - Congratulations to Abby Worden! Abby was selected to receive a scholarship from the [Network of the National Library of Medicine All of Us National Program](#) to attend the [2021 ABOS Virtual Conference](#) and receive an annual membership to the Association of Bookmobile and Outreach Services (ABOS).
 - Community Engagement: MAPLA: Annual Conference for Friends, Trustees, and Library Supporters is Saturday, October 16, 10:00 AM - 12:30 PM.
 - KennethWayne Thompson and Erin Del Signore are attending Charles County Citizens Academy. KennethWayne is also a participant in Leadership Southern Maryland, a regional leadership class.

La Plata Branch
2 Garrett Avenue
La Plata, MD 20646
p: 301.934.9001

**PD Brown
Memorial Branch**
50 Village Street
Waldorf, MD 20602
p: 301.645.2864

Potomac Branch
3225 Ruth B. Swann Drive
Indian Head, MD 20640
p: 301.375.7375

Waldorf West Branch
10405 O'Donnell Place
Waldorf, MD 20603
p: 301.645.1395

Mobile Services Branch
2 Garrett Avenue
La Plata, MD 20646
p: 301.456.4333

   @ccplonline
www.ccplonline.org

- The Mobile Library participated in the Town of Indian Head Celebration. Some staff in attendance were KennethWayne Thompson, DauVeen Walker and Megan Burroughs.
- Upcoming programs: Although the meeting rooms are closed to the public, we have extended the rooms to County and State elected officials. There are two tentatively scheduled upcoming meetings at Waldorf West: Commissioner President Collins - FY22 Legislative Proposals, and also Delegate Patterson has contacted the library regarding the Maryland General Assembly Bond Initiative Hearing being held at West.
- Lee Greely led a fundraising webinar with our Orangeboy vendor. Lee shared fundraising best practices and did a phenomenal job.
- Thank you to board members and the community for donations. CCPL received a \$2,500 donation from one of our long-time supporters.
- Collection Development: Since we launched Wowbrary, we have over 15,000 subscribers. Wowbrary gives customers an advance peek of the new items we are adding to our collection and allows customers to place items on hold.

- **Financial Report (Barbara Mazor):**

- The Financial Report was presented by Barbara Mazor. We received a \$10,000 donation in August from the Citizens for Charles County Public Library for the Dolly Parton Imagination Library.
- The income from the passport processing is significant. 49 passport applications were processed in the month of August. We are doing well on income. We are pretty much on target for expenses. We are slightly over/under in some areas, but that is normal. The auditors are working on the audit report.

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

- **Transfer Requests: (KennethWayne Thompson):**

- Transfer \$57,525 from Contracted Services Line 53800 to Equipment Purchases Line 54700 covers the purchase of our new Outreach Van for \$157,525. \$100K in ARPA grant funds will be used for this purchase; a 30% deposit of \$47,258 is needed to initiate the sale; expected delivery 2023 due to chassis production delays
- Transfer \$704.07 from Unrestricted Donations line 43318 to Donation Purchases Expense Line 53300 to buy updated microphones for West meeting room

- Transfer \$70.00 from Notary Related Donations line 43330 to Donation Purchase Expense Line 53300 to cover any notary supply expenses

VI. Action Item: A motion was made by Ron Sitoula to approve the request to transfer \$57,525 from Contracted Services Line 53800 to Equipment Purchases Line 54700 covers the purchase of our new Outreach Van for \$157,525. It was seconded by Samantha Lynch Johnson. The motion was carried by a unanimous vote.

Action Item: A motion was made by Ron Sitoula to approve the request to transfer \$704.07 from Unrestricted Donations line 43318 to Donation Purchases Expense Line 53300 to buy updated microphones for the West meeting room and to transfer \$70.00 from Notary Related Donations line 43330 to Donation Purchase Expense Line 53300 to cover any notary supply expenses. It was seconded by Vesselina Stoytcheva. The motion was carried by a unanimous vote.

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

- No update

VIII. **New Business:**

- **Social Media Policy**-Revised October 2021(KennethWayne Thompson):
The revised Social Media Policy was presented.
- **Board Retreat** (Ron Sitoula):
A board retreat to discuss policy review and the strategic plan was suggested by Ron Sitoula. KennethWayne will provide possible dates for the board to review and select a date.

IX. Action Item: A motion was made to approve the revised Social Media Policy by Suzanne Darby as presented by KennethWayne Thompson. It was seconded by Ron Sitoula. The motion was carried by a unanimous vote.

X. **Old Business:**

- **New La Plata Library** (KennethWayne Thompson):
An update on the New La Plata Library was provided.
- **Program Suggestion** (Karla Kornegay):
A program suggestion that Karla Kornegay previously suggested regarding her reading to children virtually was discussed.
- **Open Board Position:** The open board position was discussed.

XI. **Public Comment:** None

Adjourn: Ron Sitoula made a motion to adjourn the meeting. The motion was seconded by Samantha Lynch Johnson. The meeting adjourned at 6:49 p.m.

Next meeting is via an online platform on November 4, 2021 at 6:00 p.m.