



Monthly Board Meeting Minutes
Board of Library Trustees
Meeting Location: Online Via Zoom
The public is invited to attend
Thursday, November 4, 2021
6:00 p.m.

I. Board Members In Attendance:

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

Absent:

Danielle Staudt, Vice President
Vesselina Stoytcheva

II. The Oath of Office was taken by new board member, Patricia Vaira. Welcome Patricia!

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

IV. Action Item: Approval of October 7 Meeting Minutes: A motion was made by Ron Sitoula to approve the October 7 meeting minutes and it was seconded by Karla Kornegay. The motion was carried by a unanimous vote.

V. Discussion Items:

● **Executive Director's Report (Lloyd Jansen):**

- The Imagination Library of Charles County has gotten off to a roaring start. It was formally launched on October 19 and 774 children have registered already! Within the first few hours of the launch, a donation was received.
- The new outreach van purchase order and deposit check has been sent to Farber Specialty Vehicles. This will replace our existing van. The expected delivery is approximately 300 days.

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

- October 24 - The Citizens for Charles County Public Library (C4) raised \$900 from a pre-bagged book sale at the La Plata Library parking lot.
 - The Mobile Library has experienced generator issues lately. John Mudd, Chief of Fleet, reported that a battery had been replaced and the carburetor repaired. Hopefully this will help eliminate any future generator issues.
 - Staff and Volunteer Appreciation Day will be held virtually on 12/10, and the library will be closed. Ron Sitoula asked for the invitation to Staff and Volunteer Appreciation Day be sent to the entire board.
 - Discussion followed regarding the Imagination Library of Charles County.
- **Financial Report** (Barbara Mazor):
 - Photocopy income has become steady.
 - Credit card rewards for the quarter totaled \$1,337.
 - Passports: 30 passports were processed in September-\$1,050. The total fees for passports collected for the first quarter is: \$4,445 (127 passports). Our total budget for the year is \$5,000.
 - Expenses: Under budget for most expenses.
 - The audit is ongoing.

VI. Action Item: Approval of September Financial Report: A motion was made to approve the September 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:** (Lloyd Jansen):
 - Transfer \$6,720 from Line 43318 Unrestricted Donations to Line 53300 Donation Purchases Expense to cover Mobile Beacon Mobile Hotspot renewal.
 - Transfer \$650 of donations earmarked for employee recognition/staff morale to be transferred to the Human Resources budget to support the redemption of Bonusly rewards.
- Ron Sitoula suggested to plan specific plan budget line items for next year for any known expenses to minimize transfer requests.

VII. Action Item: A motion was made by Ron Sitoula to approve the request to transfer Of funds (\$6,720 from line 43318 Unrestricted donations to line 53300 to cover Mobile Beacon Mobile Hotspot renewal) and transfer of funds (\$650 of donations earmarked for employee recognition/staff morale to be transferred to the Human Resources budget) to support the redemption of Bonusly rewards. It was seconded by Suzanne Darby. The motion was carried by a unanimous vote.

- **Staff workroom PC replacement quote review:** (Lloyd Jansen/Ray Reed):
 - Raymond Reed presented the proposals for staff workroom PC replacement.

- VIII. Action Item: A motion was made by Ron Sitoula to approve the purchase of staff workroom PC replacement. It was seconded by Samantha Lynch Johnson. The motion was carried by a unanimous vote.
- IX. **SMRLA Board Meeting Update** (Samantha Lynch Johnson):
- There will be a State Library Board meeting on December 1 to discuss representation and changes related to regional library boards.
- X. **New Business:**
- **Meeting Room Regulations-Revised 11/4/21** (Lloyd Jansen/Daniel Rheingrover):
 - The changes to the meeting room regulations were presented and discussed.
 - **Drop the Mic Regulations-Revised 11/04/21** (Lloyd Jansen/Daniel Rheingrover):
 - The changes to the Drop the Mic regulations were presented and discussed.
- XI. **Old Business:**
- **New La Plata Library** (Lloyd Jansen):
An update on the New La Plata Library was provided.
- Miscellaneous:**
- Ron Sitoula suggested a member of the Admin team reach out to the Mayor of La Plata to ensure the Mayor is aware the Board of Trustees and CCPL staff are available if she would like to meet.
 - Ron Sitoula mentioned the board retreat will be planned for either January or February.
- XII. **Public Comment:** None

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

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