

## Charles County Library Board of Trustees Meeting

January 6, 2022, 6:00 p.m.

I. **Board Members In Attendance:**

Ron Sitoula, President  
Suzanne Darby, Treasurer  
Karla Kornegay  
Patricia Vaira  
Vesselina Stoytcheva  
*A quorum was present*

**Absent:**

Danielle Staudt, Vice President  
Samantha Lynch Johson

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

III. Action Item: Approval of December 2, 2021 Meeting Minutes: A motion was made by Ron Sitoula to approve the December 2, 2021 meeting minutes and it was seconded by Karla Kornegay. The motion was carried by a unanimous vote.

IV. **Discussion Items:**

- **CCPL FY21 Audit Review (Greg Ferguson):** Greg Ferguson of Murphy & Murphy, CPA, LLC, presented the CCPL FY21 Audit Review.
- **Executive Director's Report (KennethWayne Thompson):**
  - The Commissioner's meeting will be held on January 11 to further discuss mask mandates and face coverings. We are currently under a mask mandate for all libraries owned and operated by the County.
  - Ron Sitoula would like to thank Millie Font for her 22 years of service, and to all staff who have brought years of service to CCPL.

- **Financial Report** (Barbara Mazor):
  - The November financial report was presented and discussed.
- V. Action Item: Approval of November Financial Report: A motion was made to approve the November Financial Report by Ron Sitoula as presented by Barbara Mazor. It was seconded by Pat Vaira. The motion was carried by a unanimous vote.
- VI. Action Item: A motion was made by Ron Sitoula to approve the request to transfer of funds from Donations from FY17 as follows: \$2,257.65-Due to Chesapeake Custom Embroidery & Screen Printing for Summer Learning T-Shirt purchase, as well as \$197 to support Imagination Library. It was seconded by Pat Vaira. The motion was carried by a unanimous vote.
- VII. **SMRLA Board Meeting Update:**
  - No update
- VIII. **New Business:**
  - Fundraising (Lee Greely): An update on the grants process was given. The donor donation system was discussed and an update on Giving Tuesday was given.
  - FY23 Budget Proposal (KennethWayne Thompson): An overview of the FY23 Budget Proposal was provided. A meeting is scheduled in February for the Executive Director and other Admin staff to meet with the County Administrator and the County Finance office. Ron Sitoula suggested KennethWayne and team discuss with the County the possibility of increasing the COLA percentage that is currently budgeted for staff to match the social security COLA index. Ron Sitoula mentioned that the board has decided to allocate the sum of \$10,000 to support graduate studies for qualified employees. Details for this have not yet been finalized.
- IX. **Public Comment:** None

**Adjourn:** Ron Sitoula made a motion to adjourn the meeting. The motion was seconded by Vesselina Stoytcheva. The meeting adjourned at 6:44 p.m.

Next meeting is via an online platform on February 3, 2022 at 6:00 p.m.