Charles County Library Board of Trustees Meeting  
March 3, 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

II. The Board was called to order by Ron Sitoula. The Board would like to recognize employees who have a birthday in March - happy birthday! Thank you for your service to Charles County Public Library from the Board of Library Trustees!

III. Action Item: February 3 Meeting Minutes: A decision was made by the board to table the approval of the February 3 meeting minutes pending submission of required information. The approval of the February 3 meeting minutes will be on the Agenda for the April board meeting.

IV. Discussion Items:

- SMRLA Board Mtg. Update-No meeting update. It was mentioned that Ashley Teagle of SMRLA has requested the Board submit names of board members that will represent Charles County on the SMRLA board.

- Edward L. Sanders Insurance Agency, Inc. (Larry Sanders):
  ○ Larry Sanders provided a review of the current insurance coverage/options for Charles County Public Library.

- Executive Director’s Report (KennethWayne Thompson):
  ○ At this time, two applications have been received for the two open board vacancies. The applications will be shared with the Board, for the board to take next steps.
○ An RFP for audit services has been posted on the Chamber of Commerce website, the Charles County Public Library website, and the eMaryland Marketplace website.
○ The new mobile van has an anticipated delivery date of October 2022.
○ New La Plata Library-the Town of La Plata has approved the lease. A Design-Review board meeting has been scheduled for March 9. Once plans are approved, capital campaign plans will start.
○ The May board meeting will be held via a virtual platform.
○ Planning for the 100 Year Celebration was discussed.

● **Financial Report** (Barbara Mazor):
  ○ The January financial report was presented and discussed.

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

VI. **New Business:**
    ● The Collection Development Policy (Revised 2/23/2022) was presented.

VII. Action Item: A motion was made by Suzanne Darby to approve the revised Collection Development Policy. It was seconded by Pat Vaira. The motion was carried by a unanimous vote.
    ● Purchasing, Inventorying and Dispossession Policy (Reviewed 2/23/2022) was presented.

VIII. Action Item: A motion was made by Suzanne Darby to approve the request to approve the revised Purchasing, Inventorying and Dispossession Policy. It was seconded by Pat Vaira. The motion was carried by a unanimous vote.
    ● **Financial Report** (Barbara Mazor):
      ○ The January financial report was presented and discussed.

IX. Action Item: Approval of January Financial Report: A motion was made to approve the January Financial Report by Suzanne Darby as presented by Barbara Mazor. It was seconded by Pat Vaira. The motion was carried by a unanimous vote.
X. **Public Comment:** None

**Closed Session:** Ron Sitoula made a motion to adjourn the open session meeting and begin the closed session at 6:50 p.m. It was seconded by Pat Vaira. The motion was carried by a unanimous vote. The Board went into closed session at 6:50 p.m.

**Return to Open Session:** Ron Sitoula made a motion to return to open session at 7:05 p.m. The motion was seconded by Pat Vaira. The meeting returned to open session at 7:05 p.m.

**Adjourn:** Ron Sitoula made a motion to adjourn the meeting. The motion was seconded by Pat Vaira. The meeting adjourned at 7:06 p.m.

Next meeting is at Waldorf West Library on April 7, 2022 at 6:00 p.m.