



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.

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

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- 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.