

Charles County Library Board of Trustees Meeting

April 7, 2022, 6:00 p.m.

I. Board Members In Attendance:

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

Absent: Karla Kornegay

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

III. Action Item: Approval of March 3 Meeting Minutes: A motion was made by Ron Sitoula to approve the March 3 meeting minutes and it was seconded by Pat Vaira. The motion was carried by a unanimous vote. Ron Sitoula asked for the February Board Meeting Minutes to be placed on the Agenda for May to approve.

IV. Discussion Items:

- **SMRLA Board Mtg. Update** (Suzanne Darby):
 - Suzanne Darby provided an update from the SMRLA board meeting.
- **Executive Director's Report** (KennethWayne Thompson):
 - Development Manager Lee Greely has submitted his letter of resignation. Lee is working on a thorough transition report and he has left us in great shape.
 - New Clover cash registers are now in the branches. Transactions are more seamless and the reporting process is much easier. Discussion followed.

- Meeting rooms are officially open, and as of April 4 patrons can make reservations online.
- Customer Code of Conduct Public Policy: The policy has been updated with language previously approved by the Board.

V. **New Business:**

- New La Plata Library building elevations that are currently under review by the Design-Review Board were presented and discussed.

VI. Ron Sitoula raised the subject of the CCPL 100 Year Celebration. Ron mentioned that he was not pleased and felt neglected with not being invited to planning meetings for the CCPL 100 Year Celebration planning. Discussion followed.

VII. Ron Sitoula raised the subject of board holiday party reimbursements. He sought clarification on the reimbursement policy for board holiday parties with spouses included. Discussion followed.

- **Financial Report** (Barbara Mazor):
 - The February financial report was presented and discussed.
- **Innovation Fund 2022 (\$10K).** The following two projects will be funded with FY22 Innovation Funds:
 - Library with a Side of Music, **\$7,370** by Sarah Anderson and Charley Hobbs
 - StoryWalk[®] Signs, **\$5,718** by Megan Burroughs
 - **\$13,088 Total**
 - **Request: \$3,088** from Line 43318 Unrestricted Donations (FY17) to cover balance of Innovation Fund awards
- CCPL's Parent + Child Friendly Workstation **\$3,450** by Abigail Worden
 - **Request: \$3,450** from Line 43318 Unrestricted Donations(FY17) for this purchase (Total Transfer from Line 43318 Unrestricted Donations = **\$6,538**)
- Patio Table and Camera with Mount for P.D Brown = **\$1,229.98**
 - **Request: \$1,229.98** from Line 43323 Branch Related Donations (FY17) for this purchase
- Revamping the SOAR Space Proposal **\$3,200** by Shannon Bland
 - **Request: \$554.52** from Line 43318 Unrestricted Donations (FY17)
 - **Request: \$3,200** from (FY22) Unrestricted Donations

- La Plata Branch
 - **Request: \$2,330** from Line 43323 Branch Related Donations (FY17)
 - Microwave: Toshiba **\$150**
 - Replacement Bench: Cassidy Arched Back Bench **\$1,300**
 - Replacement Trash Receptacle (to accompany new bench) Trash Receptacle **\$880**

VIII. Action Item: Approval of February Financial Report: A motion was made to approve the February Financial Report and the requests to transfer funds as outlined above by Suzanne Darby. It was seconded by Vesselina Stoytcheva. The motion was carried by a unanimous vote.

IX. Ron Sitoula commented that he sincerely appreciates the staff and to please pass a thank you to Lee Greely from the board, as Mr. Greely's service was valued by the board.

X. Ron Sitoula suggested a posting be included on the CCPL website for a citizen member to represent Charles County Public Library on the SMRLA board.

XI. **Public Comment:** None

Closed Session: Ron Sitoula made a motion to adjourn the open session meeting and begin the closed session at 6:51 p.m. It was seconded by Vesselina Stoytcheva. The motion was carried by a unanimous vote. The Board went into closed session at 6:51 p.m.

Return to Open Session: Ron Sitoula made a motion to return to open session at 7:13 p.m. The motion was seconded by Vesselina Stoytcheva. The meeting returned to open session at 7:14 p.m.

Next meeting is via virtual platform on May 5, 2022 at 6:00 p.m.