

Charles County Library Board of Trustees Meeting

August 4, 2022, 6:00 p.m.

I. **Board Members In Attendance:**

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

II. The Board was called to order by Patricia Vaira.

III. A motion was made by Suzanne Darby to approve Ron Sitoula, Board Chair, to join virtually. Patricia Vaira seconded the motion. The motion was carried by a unanimous vote.

IV. The board wishes all staff that have a birthday in August a happy birthday!

V. Action Item: Approval of the June Meeting Minutes: A motion was made by Suzanne Darby to approve the June meeting minutes and it was seconded by Patricia Vaira. The motion was carried by a unanimous vote. It was noted that the February 2022 meeting minutes that were previously approved are incomplete. Ron Sitoula mentioned he will provide the needed information to complete the February 2022 board meeting minutes.

VI. **Discussion Items:**

- **SMRLA Board Mtg. Update** (Patricia Vaira):
 - Patricia Vaira provided an update on the upcoming SMRLA board meeting.
- **Executive Director's Report** (KennethWayne Thompson):
 - New La Plata Library - There will be a design review board meeting with the Town of La Plata on August 10 to officially look at the design. If it is approved, the County can move forward with the project.
 - A new mobile van has been ordered through ARPA grant monies. The new van should be delivered by November 2, 2022.

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

- Potomac Library - The new A/C system will be up and running soon and the Potomac branch should reopen.
- There is a link in the board packet to a video of a 24 hour kiosk that CCPL received generous funding from Charles County for the kiosk to be installed at the Nanjemoy Community Center. There is an upcoming onsite meeting with the vendor Envisionware, and the Department of Public Works.
- Certification for Cooperative Local State Aid form was discussed. An officer of the Library Board of Trustees is required to sign the form. The form was signed by Board Treasurer, Suzanne Darby.
- The Town of Indian Head is embarking on building a Family Enrichment Center. CCPL will continue its partnership with the Town of Indian Head to include programming at the Family Enrichment Center.

VII. **Financial Report - May and June** (Barbara Mazor):

- The May and June financial reports were presented.
- The FY23 Budget was presented and discussed.

VIII. Action Item: A motion was made to approve the FY23 Budget by Suzanne Darby. It was seconded by Patrica Vaira. The motion was carried by a unanimous vote.

IX. Action Item: A motion was made to approve the May and June financial reports by Suzanne Darby. It was seconded by Ron Sitoula. The motion was carried by a unanimous vote.

X. **New Business:**

- None

XI. **Old Business:**

- Board reimbursement form - The revised board reimbursement form was presented.

XII. Action Item: A motion was made to approve the revised board reimbursement form by Suzanne Darby. It was seconded by Karla Kornegay. The motion was carried by a unanimous vote.

XIII. Suzanne Darby suggested that the September meeting should include a closed session to interview candidates for the open board positions. Ron Sitoula mentioned he would like to interview the candidates prior to September 1 and then on September 1 the new candidates could be onboarded. It was then decided instead that the candidates would be interviewed during closed session after the September 1 board meeting. KennethWayne Thompson asked Ron Sitoula to please let him know which candidates the board would like to interview and then after receiving that information, the interviews could then be set up. Ron Sitoula mentioned he would let KennethWayne Thompson know which candidates the board would like to interview.

XIV. **Public Comment:** None

Adjourn: Suzanne Darby made a motion to adjourn the meeting. The motion was seconded by Pat Vaira. The meeting adjourned at 6:40 p.m.

Next meeting will be held at Waldorf West Library, Room B on September 1, 2022 at 6:00 p.m.