

## Charles County Library Board of Trustees Meeting

February 2, 2023, 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 Ron Sitoula.

III. The board wishes all staff that have a birthday in February a happy birthday!

IV. **Discussion Items:**

- **SMRLA Board Mtg. Update** (Pat Vaira):
  - There was a small work session held to work up a recruitment packet.
- **Executive Director's Report** (KennethWayne Thompson):
  - Our new library van has been delivered: The Discovery Lab. We received the title from the vendor, next steps will be to go to the MVA to register the vehicle.
  - KennethWayne Thompson has submitted a Letter of Intent to the County Public Library Capital Grants Project to request funds for the new La Plata Library.
  - Our insurance policy has been renewed through February, 2024.
  - We are following up with PNC bank for a status of the \$10,000 lost due to fraud.
  - The Detention Center project has launched and thanks to all who have participated in that.
  - There is no update on the new La Plata library. A communications meeting was held this month; a project timeline has not been approved.

**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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- We are currently awaiting permits to begin the Library kiosk at Nanjemoy Community Center.
- Congratulations to the staff that have completed their MLIS with tuition assistance from the library.
- The results from the employee engagement survey for performance management were positive.
- We have submitted the board candidates to the County and are awaiting a response.

V. **Financial Report - November** (Barbara Mazor):

- The December financial report was presented and discussed.

VI. Action Item: A motion was made to approve the December financial report by Suzanne Darby. It was seconded by Pat Vaira. The motion was carried by a unanimous vote.

VII. **New Business:**

- Approval for Executive Director to negotiate the purchase of strategic planning consulting services from Eagle Hill Consulting per section E. 2 of Purchasing Inventorying, and Dispossession Policy.

VIII: Action Item: A motion was made by Suzanne Darby to approve the request for Executive Director to negotiate the purchase (up to \$105,000) of strategic planning consulting services from Eagle Hill Consulting per section E. 2 of Purchasing Inventorying, and Dispossession Policy. It was seconded by Karla Kornegay. The motion was carried by a unanimous vote.

- Customer Code of Conduct Policy & Procedures (Staff), Revised 1-2023
- Customer Code of Conduct (Public), Revised 1-2023

IX: Action Item: A motion was made to approve the revised Customer Code of Conduct Policy & Procedures (Staff), Revised 1-2023 policy by Suzanne Darby. It was seconded by Pat Vaira. The motion was carried by a unanimous vote.

X: Action Item: A motion was made to approve the revised Customer Code of Conduct (Public), Revised 1-2023 policy by Ron Sitoula. It was seconded by Karla Kornegay. The motion was carried by a unanimous vote.

XI. **Public Comment:** A resident mentioned he had joined today's meeting to learn more about how the library works.

**Closed Session:** Ron Sitoula made a motion to adjourn the open session meeting and begin closed session at 6:24 p.m. The motion was seconded by Suzanne Darby. The Board went into closed session at 6:24 p.m.

Next meeting will be held on March 2, 2023 via an online platform.