

## Charles County Library Board of Trustees Meeting

August 3, 2023, 6:00 p.m.

### I. Board Members In Attendance:

Ron Sitoula, President  
Suzanne Darby, Treasurer  
Donald Ely  
Ruth Anderson-Cole  
Patricia Vaira  
*A quorum was present*

II. The Board was called to order by Ron Sitoula at 6:00PM

III. The board wished all staff that have a birthday in August a happy birthday.

IV. Action Item: Approval of the June 2023 Meeting Minutes: A motion was made by Pat Vaira to approve the June 2023 meeting minutes and it was seconded by Ruth Anderson-Cole. The motion was carried by a unanimous vote.

### V. Discussion Items:

- **SMRLA Board Mtg. Update** (Pat Vaira): The SMRLA Board Meeting was canceled, so there was nothing to report.
- **Executive Director's Report** (KennethWayne Thompson):
  - KennethWayne mentioned the Board of Trustee orientation taking place on Friday, August 11th at the Waldorf West meeting room.
  - The Nanjemoy 24-hr. Kiosk was successfully launched with a ribbon-cutting on July 6th.
  - Deputy Director Lloyd Jansen gave an update on the status of the Discovery Lab vehicle, and the connected device distribution program the library is involved with, partnering with the Charles County Community Services Department.

**VI. Financial Report - May and June 2023** (Barbara Mazor):

- The May and June 2023 financial reports were presented and discussed.

VII. Action Item: A motion was made to approve the May and June 2023 financial reports by Suzanne Darby. It was seconded by Pat Vaira. The motion was carried by a unanimous vote.

- **Mileage Reimbursement** (Jessica Cruse):

- Jessica gave a summary of revisions made to the mileage reimbursement policy for staff. Ron confirmed that the library reimburses mileage based on the IRS per mile rate.

- **Personal Appearance** (Jessica Cruse):

- Jessica summarized minor changes to what staff are allowed to wear outdoors during warm weather.

VIII. Action Item: A motion was made to approve the revised Mileage Reimbursement and Personal Appearance policies by Pat Vaira. It was seconded by Ruth Anderson-Cole. The motion was carried by a unanimous vote.

- **Board Secretary** (KennethWayne Thompson):

- The question of the Board of Trustees naming a Board Secretary was raised. Tabled until a future agenda.

IX. **Public Comment:** No public comments were made.

**Adjourn:** Ruth Anderson-Cole made a motion to adjourn the meeting. The motion was seconded by Donald Ely. The meeting adjourned at 6:29 p.m.

Next meeting will be held on September 7, 2023 via an online platform.